



MANCHESTER
CITY COUNCIL

Performance and Development

Regular Our Conversation

Name:



Date:

Manager:



Your regular conversation is your opportunity to talk to your manager about the things that really matter to you, both inside and outside of work. These conversations should ideally take place every 4 weeks. This is dedicated time to talk about your wellbeing, performance, and learning and development.

Your wellbeing

Talking about your health and wellbeing is important and creates a healthier, engaging and thriving place to work.

Some questions to think about:

- How are you?
- How are things going in and outside of work?
- Is there anything you think will help maintain or improve your health and wellbeing?

Your work

Knowing what is expected of you as part of your role and what you are doing well at work.

Some questions to think about:

- What are you working on at the moment?
- What's working well?
- Is there anything that you are finding challenging? If so, what do you think might help you to overcome this?
- How do you feel you are progressing with your role/work/goals/objectives?

Your support

Having space for an open and honest conversation and providing constructive feedback is an opportunity to look at areas for development.

Some questions to think about:

- How do you think things are going at the moment?
- What isn't going so well?
- Why do you think that might be?
- What do you think needs to be done differently
- Is there any support that you might need?

Your development and future

Discussing any learning and development support to undertake your role, building your skills and knowledge.

Some questions to think about:

- Is there any training, learning or development you think would help you in your role?
- Are you happy where you are? If so, that's fine. What can we do to make sure you keep maximizing your potential in this role?
- Thinking about your future, are there any longer term goals you want to discuss?

Anything else

This is an opportunity to talk about anything else, like an 'any other business' section to the conversation, to make sure you've covered all topics. Feel free to also return to anything you're not clear on from the previous sections.

Some questions to think about:

- Is there anything else you'd like to talk about?
- Is everything clear?
- When are we meeting next?

