I KNOW WHAT IS EXPECTED OF ME

All roles tend to have detailed job descriptions. Despite this, there can often be differences between employees and managers in terms of what is expected from team members.

The aim of this exercise is to determine how well goals and expectations of managers and employees are aligned.

It works as follows:
— Each manager or team leader arranges a one to one meeting with each of their direct reports.
— Ahead of the meeting both the manager and employee write down and place in an envelope their understanding of the top 5 goals and expectations for that individual.
— Both envelopes are opened at the start of the meeting.
— A comparison is made between the two and is used as the basis of making sure that every direct report has clearly agreed goals and expectations.

We agreed that your top 5 goals on which you would be measured are: