

Preparing for the PMSD Conversation Tips for CMG affiliated employees

Before the meeting

Reflect on questions you have about your individual role and how it contributes to the overall direction of the unit.

Have there been recent changes in your role or assignment that you would like to discuss further? Do you understand the expectations of your role? Are you clear on the direction of your work unit?

Has your workload been impacted by a change in assignment? Have other changes in the workplace affected your workload? Will a need for skill development impact your individual workload? What can you and your manager do to assist you in managing your workload?

Take the time in advance of your individual meeting to focus on areas that you would like to discuss with your supervisor as they relate to your individual performance and development.

Are there any notable contributions you would like to underscore with your supervisor?

Are there any work experiences that highlight a developmental need?

Do you have the training/skills development you need to fulfil the expectations of your role? Consider ways in which these developmental requests can be met (coaching, mentoring, formal training, etc.)

During the meeting

Be an engaged and active participant. Your individual discussion should provide:

- *A response to questions you have about the direction of the unit;*
- *An understanding of the expectations of your role and assignment;*
- *Constructive feedback on your performance;*
- *A discussion of the needed skills/training to meet the expectations of your current assignment;*
- *A discussion about your workload and exploration of solutions to address any concerns that are raised;*
- *An exploration of what your supervisor can do to support you in your individual role;*
- *Discussion of any career aspirations you have. How might your supervisor support you in achieving these?*

Ask questions and seek out clarification, as needed.

After the meeting

Follow-up with your supervisor on any commitments for support.

Seek out feedback on performance and development.

