Developmental Flex Conversation

For opportunity, growth, and recognition

Name:_____ Date:_____

WHAT PROMPTED THIS CONVERSATION

☐ A new responsibility ☐ A skill they are ready to build ☐ An accomplishment worth recognizing

☐ A stretch project or role ☐ Other:

PREPARE

What specifically did I notice that prompted this conversation?

_____

_____

What strength does this opportunity draw on… and how does it connect to how they are naturally wired?

_____

_____

Is this an opportunity they want… or one I want for them? How will I make room for an honest answer?

_____

_____

What support, training, time, or resources will they need to succeed?

_____

_____

LISTEN FIRST

What did they share about their own goals and interests before I described the opportunity?

_____

_____

AFFIRM GENUINELY

What did they do, what strength did it show, and why did it matter?

_____

_____

ADDRESS WITH GRACE… THE OPPORTUNITY

How did I describe the opportunity, the expectations, and what success will look like?

_____

_____

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LISTEN AGAIN

How did they respond… excited, hesitant, uncertain? What questions or concerns did they raise?

_____

_____

What did I learn about what they need in order to say yes with confidence… or to say no without fear?

_____

_____

CLOSE WITH INTENTION

WHO	COMMITMENT	BY WHEN
They will…		
They will…		
I will…		
I will…		

Date we will revisit progress:_____ Next quarterly conversation:_____

REFLECT HONESTLY

Did I encourage this person, or did I pressure them? How do I know?

_____

_____

What does this opportunity reveal about the potential I see in them… and what is my next investment in that potential?

_____

_____

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