# Review and Career Conversation Briefing for Staff

# AGENDA

## Date

# Venue

***NOTE:*** *This agenda should be used in conjunction with the accompanying slide deck, workbook and facilitator notes – Content can be adapted to suit local needs. Timings below are for guidance purposes only - 1.5 hours is recommended to provide sufficient time to run through content and questions.*

|  |  |
| --- | --- |
| ***10:00*** | ***W*elcome and introductions** |
| **10:10** | **Purpose, background and context**   * Talent management principles * Our organisation’s approach |
| **10:20** | **Familiarisation with the framework**   * Reflections on performance, potential, aspirations and readiness * Ratings and evidence |
| **10:50** | **Your roles and responsibilities**   * Preparation – getting the best from the conversation * Feedback, actions and Q&A |
| **11:20** | **Summing up**   * Reflections * Q&A |
| ***11:30*** | ***C*lose** |