# 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.*

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