



Jewish Family Service It's Your Agenda Meeting Form

Employee Name: _____ Date Completed by Employee: _____

Purpose: To promote employees' professional and personal growth by working together with management; to provide a forum for free interchange of ideas and foster better communication.
This not a counselling form.

• **Logistics:**

- Participants – employee and direct manager
- Frequency – once a quarter or when requested by the employee
- Duration – 15 to 30 minutes
- Location – Manager's office unless otherwise specified

• **Content – Check all that apply:**

- Performance coaching
- Work issues (e.g., prioritizing work, time management)
- Personal issues (e.g., personal issues impacting job performance)
- Interpersonal issues (e.g., conflict management, communication issues)
- Administrative issues (e.g., policy or procedure review/clarification)
- Other: _____

• **Follow up requested – Check all that apply:**

- Review of activity and results
- Employee goal development and accountability for results
- Meeting with another employee
- Meeting with another manager
- Other: _____

• **Summary of Meeting:**

Employee Signature

Manager Signature

Date