

Alignment Meeting - A Guide for Managers

Before starting a GrowthSpace development program, you and your employee should meet to identify the skills they will work on to propel their growth and achieve their goals.

Before the meeting

- Let your employee know they have been chosen to participate in GrowthSpace's exclusive program because you and the organization care about and want to invest in their growth.
- Inform them that you will have a meeting to discuss their professional goals and identify the skills they should work on to propel their growth.
- Ask that they reflect on their work and career, and come prepared to discuss their strengths, interests, areas for development, and career aspirations.
- Organize your thoughts and ask yourself what skills this employee needs to develop, and how would developing these skills help them in their career.

Alignment meeting best practices

- Reiterate that this is an exclusive opportunity to grow professionally.
- Emphasize that the purpose of the meeting is to discuss their professional development and define the skills to work on. Here are questions to help you engage in open conversation:
 - What are your career aspirations for the next year? 3 years? 5 years?
 - What are your biggest strengths? How can you build on them?
 - What skills and/or knowledge would you like to improve?
 - How will improving these areas impact your current professional life?
 - How can it set you up for success in future roles and responsibilities?
- Review GrowthSpace's Skills Table and select the focus area, skill set, and skills to work on in this program. Enter your decision into the onboarding form if available, or write it on a note to enter it later.

What happens next

- Onboarding: The participant will get an email from GrowthSpace asking them to fill in an onboarding form with some personal information, their focus area, skill set, and skills to work on in the program. The quicker they complete it, the faster the program can get started.
- Matching: GrowthSpace's algorithm will process all the information and find each participant the best match possible from a pool of 1,500+ experts.
- Growth sprint: Participants will meet their experts for 5 one-hour online sessions. Participants committing to a session every one to two weeks is key to a successful outcome. Sessions are confidential to allow employees to speak openly and optimize their growth.
- Feedback: Both you and the participant will be asked to provide feedback about the program and its impact.

