

## *Alignment Meeting - A Guide for Participants*

Congratulations! You have been chosen to participate in GrowthSpace's exclusive program to help you grow. Before starting the program, it's highly recommended that you meet with your manager to discuss your professional goals and identify the skills you should work on to propel your growth.

### *Before the meeting*

- Reflect on your work and career and come prepared to discuss your strengths, interests, areas for development, and career aspirations.
- Ask yourself "what skills do I need to develop and how would developing them help me in my career".

### *Alignment meeting best practices*

- Define with your manager the skills you will work on. Here are a few 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. Once you and your manager are aligned, enter your decision into the onboarding form if available, or write it on a note to enter it later.

### *What happens next*

- Onboarding: You will get an email from GrowthSpace asking you to fill in an onboarding form. Here is where you select the focus area, skill set, and skills to work on in this program. The sooner you submit the form, the faster you can get the program started.
- Matching: GrowthSpace's algorithm will process all the information and find you the best match possible from a pool of 1,500+ experts.
- Growth sprint: You will meet your experts for 5 one-hour online sessions. Remember that committing to a session every one to two weeks is key to a successful outcome. Sessions are confidential to allow you to speak openly and optimize your growth.
- Feedback: Both you and your manager will be asked to provide feedback about the program and the impact it had on you.