

## **End-of-Year Reflection Conversation Guide for Supervisors**

*Template for facilitating a meaningful, growth-focused conversation*

Use this to help guide a reflective conversation on the employee's growth, achievements, challenges, and goals over the past year, and to set the stage for learning and development in the year ahead.

Pre-Meeting Prep for Supervisor:

- Review the employee's SMART goals and check-in notes from the year.
- Bring a copy of the employee's goals to the meeting.
- Reflect on notable contributions or challenges to discuss.
- Create a distraction-free space for meaningful dialogue.

### **Conversation Flow & Prompts**

1. Opening – Set the Tone (5–10 min) - Begin with warmth, appreciation, and context.

- “Thanks for making time for this conversation. This is a chance for us to reflect together on your past year, not just what you did, but how you've grown and where you want to go next.”
- “Before we get into specific questions, how are you feeling about your year overall?”

2. Reflection on Achievements & Strengths (10–15 min) - Center the employee's voice. Start with pride and purpose.

- “What accomplishment or moment from this year are you most proud of?”
- “What do you think went especially well, and what contributed to that success?”
- “What strengths did you lean on most this year?”

*\*Tip:* Affirm their responses with specific examples or praise.

3. Goal Reflection & Learning (15–20 min) - Focus on alignment, motivation, and takeaways, not just outcomes.

- “Let's revisit the goals you set. Which ones felt most meaningful or energizing to you and why?”
- “What helped you stay focused on your goals?”
- “Were there any goals you didn't fully meet and what did you learn in the process?”

*\*Tip:* Normalize setbacks as learning opportunities.

4. Challenges & Support (10 min) - Invite honesty about barriers and needs.

- “What challenges stretched you the most this year?”
- “Were there any barriers to success you’d like support in addressing?”
- “What could I or the organization do differently to better support your success?”

5. Future Focus – Growth & Possibilities (10–15 min) - Shift toward energy, curiosity, and development.

- “What’s something new you’d like to explore, learn, or improve in the coming year?”
- “Are there projects, skills, or goals that would help you grow or feel more fulfilled?”
- “How can I support your growth moving forward?”

*\*Tip:* Take notes to revisit during goal setting in the new year.

### **Closing the Conversation**

- Thank the employee for sharing and reflecting.
- Recap any themes or development areas that emerged.
- Share next steps (e.g., timeline for new goal setting, additional resources, follow-ups).

Supervisor Notes Page - Use the following structure to capture key takeaways and record in NeoEd:

Reflection Area	Notes
Wins & Achievements	
Growth & Development	
Goal Progress	
Challenges	
Future Interests	
Support Needed	