

Skip-level meeting agenda

1

INTROS & OPENING

5 MINUTES

- Explain the purpose of the meeting.
- Introduce yourselves and your roles within the company.
- Share something authentic about yourself that fosters connection, like your favorite hobby outside of work or something that brings each of you joy.
- Thank the person for taking the time to speak with you.

2

GET TO KNOW THE EMPLOYEE

10 MINUTES

- What's one thing the company should start or stop doing?
- What area of the company's strategy is most confusing to you?
- From your perspective, what is the biggest challenge for the company right now? What's the biggest challenge for your team?
- How effective is your manager in supporting you and your team?
- Is there something your manager could change to be more effective?

3

ASK ABOUT GROWTH & CULTURE

10 MINUTES

- What are your professional goals within the company over the next year? Why did you choose those goals?
- What's your favorite part of company culture? What's one thing you would change?
- Are you happy in your role?
- What is your biggest piece of advice for me for career growth?

4

SHARE FINAL THOUGHTS & WRAP UP

5 MINUTES

- Prepare a few questions for the skip-level manager, in case they ask if you have any questions. Consider asking the manager about their own career path within the company.
- Jot down notes on their responses to keep handy later.
- Schedule follow-up meetings as needed.

Agenda For Skip Level Meeting Examples

Payal Mehra



Agenda For Skip Level Meeting Examples:

Workshop in a Box: Communication Skills for IT Professionals Abhinav Kaiser, 2015-05-05 This book is for anyone who works with technology and wants to develop their communication skills If you want to develop better working relationships communicate your ideas more effectively and build a wider culture of collaboration and understanding this book has been created for you

The Together Teammate Maia Heyck-Merlin, Heidi Gross, 2023-08-15 Strengthen and enhance your school support staff Are you a supporting team member who is tasked with both planning ahead and answering the phone every time it rings In *The Together Teammate* The Together Group Founder and CEO Maia Heyck Merlin delivers a step by step action plan for school and nonprofit behind the scenes team members who keep things running smoothly With clear advice samples from operations and support roles reflection questions and modifiable templates this book will help teammates to strengthen their systems and keep all the trains running on time Readers will also find Strategies for refining their organizational and time management systems in order to best support the missions of their organizations Techniques for planning ahead and prioritizing accordingly Ways to juggle multiple proactive projects and maintain strong customer service A comprehensive and practical guide for anyone who works behind the scenes in a mission driven environment such as nonprofits schools and foundations *The Together Teammate* will also prove invaluable for project managers IT associates office managers finance coordinators executive assistants chiefs of staff and anyone who has both proactive and responsive aspects to their roles

Nine Practices of 21st Century Leadership Gary DePaul, 2022-07-22 Near the end of the 20th Century the leadership concept radically evolved away from the traditional concept of accomplishing work through others Unfortunately too many professionals unconsciously still have faulty traditional assumptions that can get them their teams and their organizations in trouble The author has researched the evolution of leadership and summarizes seven contemporary principles twenty six underlying leadership beliefs and nine crucial practices of 21st Century Leadership While too many leadership books focus on qualities DePaul explains specific behaviors for practicing leadership The second edition includes new research about leadership and leadership development With the pandemic organizations have had to rely more on effective leadership to build high performing teams often at a distance Training departments have had to radically update how they develop employees at all levels and executive coaches have transitioned to virtual client support With all these environmental changes as well as new social pressures on organizations to embrace diversity equity and inclusion organizations need to change how they lead and avoid allowing their culture to develop by chance

Help Desk Management: How to run a computer user support Service Desk effectively Wayne Schlicht, 2019-09-29 Do you want your Help Desk to maximize customer satisfaction quality and first contact resolution Or just make sure your IT management processes are repeatable Does it seem your computer user support can be ad hoc at times Are you always running around putting out fires In this book you will learn powerful industry standard best practices that can be used to mature your IT

Service Management processes practices and procedures today What makes this book different Instead of just providing you a lot of technical information I empower you with a step by step approach to mature your Help Desk Each chapter includes straight forward processes that are easy to understand Once you completely understand the process chapters are concluded with a quick start implementation worksheet to put your new process into action This format will allow you to rapidly transform your people processes and technology into a customer focused center of excellence today You can never underestimate the power of industry standard best practices The recommendations shared in Help Desk Management are based on real life experiences building successful customer focused teams Through trial and error I am sharing what worked for my teams at small medium and Fortune 500 sized companies Look no further I will help you succeed This information is designed to improve your management skills your team engagement and set you on a successful path to building a truly great team What actionable and realistic end user support processes will you learn How to justify funding for improvement projects Creating an inspiring mission statement Designing an employee performance management plan that works Building an effective employee training and development program Implementing a call and ticket quality assurance audit program that empowers the manager Driving up the First Contact Resolution FCR percentage Reducing cost per ticket costs by moving work from system engineers to the Help Desk Marketing the Help Desk for company wide recognition Implementing ITIL incident problem change knowledge and event management Do not hesitate to pick up your copy today *Nine Practices of 21st Century Leadership* Gary A. DePaul, 2015-09-09 Most leadership books focus on traditional leadership which is based on managerial practices and command and control assumptions Traditional leadership methods produce short term gains but often at the cost of employee disengagement team isolation and distrust Twenty first century leadership methods produce short term gains while inspiring cre

Business Communication for Managers Payal Mehra, 2011 Business Communication for Managers is a student friendly practical and example driven book that gives students a thorough knowledge of business communication covering all the major communication topics included in MBA syllabi across the country The book teaches students how to communicate effectively and efficiently with the help of a chapters on communication theories numerous exhibits anecdotes extensive role plays hundreds of end of chapter questions etc The lucid language and the easy to follow structure of the book make this an invaluable resource for the MBA student *Academic Advising Administration* Susan M. Campbell, Calley Stevens Taylor, Mike Dial, 2023-10-02 The second edition of Academic Advising Administration Essential Knowledge and Skills for the 21st Century examines the evolving boundary crossing role of the advising administrator in an increasingly complex and diversified higher education environment Written by scholar practitioners in the field chapters situate advising administration as a central and critical function that connects the curriculum and scholarship work of faculty members with the aspirations and goals of students Through scholarly and practical content combined with reflective questions chapters challenge readers to examine the work of advising

administration through the lenses of social justice globalization and the nature of the academy itself The portrait of the advising administrator being developed in this second edition is that of a skilled practitioner visionary and transformative leader intellectual partner and collaborator and academic advising scholar in chief Intended equally for aspiring new and seasoned advising administrators this book presents theories scholarship and practical applications that offer opportunities for personal and professional growth self reflection and inspiration *Glad We Met* Steven G. Rogelberg, 2024 This book provides concrete evidence based recommendations and solutions for how managers coaches and leaders can implement and tap into the amazing potential of 1:1 meetings while avoiding common pitfalls **The Leaders You Need** Karen Brown, 2024-10-15 An innovative field tested framework for leaders and managers on how to create more diverse leadership and management teams We need the strength that comes from diversity more now than we ever have in our collective memory Without leadership teams that reflect the full range of humanity for profit and nonprofit organizations alike will find it more difficult to confront today's challenges and are unlikely to thrive in the long term But no two organizations have the same need for greater diversity in leadership nor the same path to achieving it In *The Leaders You Need* Karen Brown offers an innovative field tested ABCD Framework that will help readers to discover the hidden leadership and management talent in their organizations and how to harness it Karen Brown shares the approach she has used to guide organizations from small nonprofits to the Global 500 on their journey to greater diversity in leadership and management Her framework consists of four pillars How to align diversity equity and inclusion efforts with business priorities How to build strong partnerships with stakeholders How to cultivate a culture of role models How to define objectives and outcomes with data Readers will learn how to use the framework to identify and dismantle the barriers to greater leadership and management diversity in their organizations What's more they will get practical advice on how to become inclusive leaders who create opportunities for everyone on their teams to learn grow and fulfill their potential **Big Shoes to Fill** Gavin Adams, 2024-01-16 How to step into an inherited leadership role and guide your team through a polished transition process Starting something from the ground up is challenging But how about transitioning into the leadership role of an existing organization No matter how qualified you are it can feel like an impossible juggling act to manage expectations without creating unnecessary conflict Or to build trust and learn from others while implementing changes And yet most leaders step into roles they didn't create You have to navigate special personal professional and organizational needs that take into account the entire team and requires a certain mindset that doesn't come naturally to many leaders Gavin Adams has spent his professional life innovating solutions and implementing strategies for leaders of businesses and ministries Whether you're a first time manager a CEO or a church pastor *Big Shoes to Fill* will help you more confidently step into a new role and effectively lead your inherited team through that tricky transitional process You'll learn how to Reduce the time it takes for you to transition from positional authority to relational influence Understand the tensions and problems associated with stepping into new leadership spaces Create a

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