

**Monthly Contribution Sessions**

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| **In this doc, you’ll find:** *(Click to jump to a section)*   * [**What**](#_7vomo24znk39)is a Contribution Session? * [**Tips**](#_c5p3zylegofs)to help you get started * [**Part 1:**](#_leamkl3ylatn) Overarching goals * [**Part 2:**](#_kjgx8u9trbvx)Contributions and tasks * [**Part 3:**](#_nnrqqb6uzwr6)Overall rating |
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## What is a Contribution Session?

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A Contribution Session is a monthly, 30-minute touchpoint between a manager and a developer. They are used to unpack where a developer wants to progress in their career, what their current goals are, and what’s stopping them from achieving those. This is a prime opportunity for a manager and developer to come together, understand each other’s expectations, and work together to support a developer in progressing and growing in their software career! 😃🚀

To read more about Contribution Sessions check out this article on our [**blog**](https://www.offerzen.com/blog/prioritise-developers-career-growth)**.**

**Key guiding principles:**

| 1. **Excellence:** Define and set a standard that we want to strive towards. 2. **Clarity**: Clarify our tasks, goals, expectations, and success criteria. 3. **Means**: Figure out the best ways to achieve the tasks we set. 4. **Accountability**: Hold one another accountable to show up to these sessions, and these tasks fully. 5. **Growth**: Encourage us to step outside and beyond our comfort zones. 6. **Care**: Treat each other like human beings, and always assume best intentions. 7. **Support**: Be there for each as human beings, especially when we’re having a bad day. |
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## Tips to help you get started

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* First, make a **copy of this doc** so that you always have a clean template to use again!
* Then, decide on a **monthly cadence** for these contribution sessions. Schedule them into your calendars **now**, before you forget!
* **Part 1 - Overarching goals:** Use this section todiscuss some **goals** you’d like to achieve in the next **six months** with your team manager, and write them in the “Goals” table.
* **Part 2 - Contributions and tasks:** Use this table to come up withweekly tasks you can do to help achieve your goals, set success criteria for each one, as well as add notes to the “retro notes” section on how it went.
* **Part 3 - Overall rating:** At the end of each contribution session, give yourself an overall rating of how you feel about the way you’re showing up to these sessions.

| **Remember**: This doc is YOURS, and you should use it so that it works for YOU! This should be an accessible and enjoyable way for team members and their team manager to come together, understand each other’s expectations, and build a roadmap for a motivating career development path. Have fun with it! 😀 |
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## Part 1: Overarching goals

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| **[Delete this when ready]** Take some time to think about what your goals are for the next six months. These should be the North Stars you use when you set your tasks up in the next section — so make sure they’re motivating, and ambitious enough to keep you going when the going gets tough! |
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| **Pro-tip:** Make your **goals specific!** You want something that you can clearly say you did or didn’t achieve. For example, “Get better at Python” versus “Be able to write Python without having to ask someone for help.” These goals can be anything from learning a new programming language, to improving team relationships or working towards a role you’d like to be promoted into! |
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| **My goals for the next 6 months:** |
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| **[Delete this when ready]**  *Eg. Have at least one coffee chat with every person in the company* |
| **[Delete this when ready]**  *Eg. Have been the lead dev for three development projects* |
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## Part 2: Contributions and tasks

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| **[Delete this when ready]** Use your goals as a guide, and write down a list of tasks you can complete on a weekly and/or monthly basis. These should break your goals down into manageable chunks. For example, if you want to learn a new coding language, start by doing one mini-project every week. Or, if you want to be promoted to a new role, make one of the responsibilities you need to practise a task that you complete every week! |
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| **In this section, you’ll find:** *(Click to jump to a section)*   * A [**guide**](#_43ldt6bioz7o)to help you understandthe contributions and tasks table * An[**example on how to fill**](#_nusp4thnjhu9)in the table * A[**template**](#_e33pel8lsqk5)for you to use |
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### Understanding the table:

| **Contribution/task:** |
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| * These should be weekly activities you can work on, that drive your goals forward * Phrase these by starting with: *“I commit to...”* |
| **The goal it aligns with:** |
| * Ideally, you should have at least every goal you set covered by one of your tasks or contributions below — *check to make sure you haven’t missed a goal!* |
| **Success criteria** |
| * This should be your “definition of done”, or what succeeding at these tasks looks like for you * Phrase these by starting with: *“I’ve succeeded if”* |
| **Retro notes** |
| For every retro, start with the date, and then make some notes about how the last four weeks have gone    ***Think about:***  What did you **struggle** with in terms of your tasks? What went **well**? What could you **focus on more**? What could **focus on less**? How could you course correct in the up and coming month? Do you need any more **support**? Are you still excited about your goals, and tasks? |

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### Example:

This is an **example of how to fill in** a contributions and tasks table:

| **Contribution/task:** |
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| **I commit to…** scheduling 2 coffee chats per week with people in the company |
| **The goal it aligns with:** |
| Have at least one coffee chat with every person in the company |
| **Success criteria** |
| **I’ve succeeded if:**   * I have a coffee chat with at least 2 people per week * I learn something new about each person I chat to |
| **Retro notes** |
| **[14/02/2021]**   * Managed to schedule the chats, but work got in the way and had to postpone * Should try schedule them for earlier in the week, before things get really busy   **[15/03/2021]**   * Met three people this week! * Mondays and Tuesdays are best days for these chats * I should prep a little more before the chat, so I have some questions I can ask if there’s a pause in the conversation |

### Template:

This is the **template for you to fill in** your contributions and tasks:

| **Contribution/task:** |
| --- |
| **I commit to…** [Insert text here] |
| **The goal it aligns with:** |
| [Insert text here] |
| **Success criteria** |
| **I’ve succeeded if:**   * [Insert text here] * [Insert text here] |
| **Retro notes** |
| **[Insert date here]**   * [Insert text here] * [Insert text here]   **[Insert date here]**   * [Insert text here] * [Insert text here] |

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## Part 3: Overall Rating

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| **[Delete this when ready]** Look at the ratings, and discuss together where you currently find yourself. Add that rating to the bottom of the doc, and discuss some of the ways you could improve. Remember to come back to this rating every time you have a Contribution Session, to see if things change. Use that as guidance for where you might need to improve! 😀 |
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| **Note**: This scale is not meant to assign you a score or a judgment. It’s merely meant to give you a chance to reflect on how you feel about how you’re showing up to these contribution sessions, and work on the things that are stopping you from showing up fully with your team manager. Remember, there’s ALWAYS room to improve — even if you’re already a Superstar! 😉 |
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**Understanding the table:**

| **Rating** | **Definition** | **Ways to improve?** |
| --- | --- | --- |
| **“Rating”** and **“Definition”** allows you  to reflect on how you feel like you’re showing up to these contribution sessions, and to the tasks you  committed to doing. | | This is some advice for things to try, and questions to ask yourself to help improve your rating — remember, there’s always room to improve! 😀 |

| **Rating** | **Definition** | **Ways to improve?** |
| --- | --- | --- |
| **Superstar** | > Performing significantly above standard, and doing so consistently  > Tasks are exceptionally motivating, and could probably handle one or two more  > Making major strides towards  realising goals | > Where am I still finding myself blocked? What is blocking me, and what can I do about it?  > Are my goals still things I really want? How could they improve?  > Do the tasks I commit to still drive my goals? If not, how can I change them?  > What is one piece of support I can ask my manager for right now?  > Is this still motivating me? If not, why? What would need to change for me to enjoy this process more?  > What is something I could stop doing right now, that would free up my time to focus on some of the things that still need attention / that are more important to me right now? |
| **Solid**  **Citizen** | > Performing to standard  > Pretty good contribution. Tasks are motivating to complete  > Making steady, consistent progress towards goals |
| **Eager Contributor** | > Performing below standard  > Making little, or no progress towards goals. Ups-and-downs in terms of motivation or time to complete tasks  > Not meeting the agreed contributions, either because this is still “new” in terms of the role or the process, or simply no longer performing to standard due to lack of means/ability/accountability |
| Overall rating: [Insert rating here] | | |