Sample Manager Check in Agenda

When you have your meeting with your manager, you will want to be brief while giving detailed examples. If you create an agenda, it'll show your manager that you spent time preparing for the meeting and that you respect their time.

Here is a sample agenda:

* Introduction: 30 seconds to 1 minute
  + Thank your manager for their time, and then get right to the point.
* Current situation: 2 minutes
  + List 2-3 things that you like about your current role and highlight a trend.
  + List and explain 2-3 areas that you feel you excel in relative to your current role.
* Future situation: 1 minute
  + State your career goals based on your trends and top skills.
* Action plan: 2 minutes
  + Discuss the skills, knowledge, and experience that you plan to acquire to achieve your career goals.
* Feedback: 2 to 3 minutes
  + Ask your manager for their feedback. Here are some possible questions to ask:
    - Do my career goals align with my strengths?
    - Does this career path seem like a good fit for me?
    - Does my action plan seem feasible?
* Going forward: 2 to 3 minutes
  + Ask your manager if they're aware of any currently available opportunities that align with your career goals.
  + Ask your manager if you can set up a follow-up meeting in 60-90 days, or based on a timeframe they feel is appropriate.
* Conclusion: 30 seconds
  + Thank your manager for their time.
  + Assure your manager that you are still excited to continue excelling in your current role.