## 4. End of Year Conversations

Recognising Individual efforts and achievement is integral for performance and future development

<table>
<thead>
<tr>
<th>Who is involved &amp; time commitment</th>
<th>What you will need</th>
<th>When it occurs</th>
<th>Support, guides, tools, templates available</th>
</tr>
</thead>
</table>
| Conversation leaders* – may be direct manager or delegate (2 hours: prep, conversation & follow up) | myCareer plan & PD | Before April (Can be combined with first ‘Year Ahead’ conversation) | Essential  
myCareer Plan (Academic / Professional / Senior Leader)  
Training & support for leaders |
| Individual: (2 hours: prep, conversation & follow up) | Commentary guide | | Optional  
Diversity Guide |
| Faculty/Division (where relevant for Senior Staff Review) | Diversity guide | |  
Giving and receiving feedback guide |
| End of Year guide | End of Year guide | |  
End of Year conversation guide |

### Action required

- You and your conversation leader to meet face to face for End of Year conversation.
- Come prepared, ready to contribute to the discussion.
- **The intent of this conversation is primarily positive, to acknowledge progress and appreciate achievements.**
- If improvement is required, this will be discussed constructively and support / development needed will be noted. This can then be incorporated into the “Year Ahead” conversation