4. End of Year Conversations

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

<table>
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<tr>
<th>Who is involved &amp; time commitment</th>
<th>What you will need</th>
<th>When it occurs</th>
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| Conversation leaders* – may be direct manager or delegate (2 hours: prep, conversation & follow up) | myCareer plan & PD  
Commentary guide  
Diversity guide  
End of Year guide | By end of April (Can be combined with first ‘Year Ahead’ conversation) |
| Individual: (2 hours: prep, conversation & follow up) | | |
| Faculty/Division (where relevant for Senior Staff Review) | | |

**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.

**Support, guides, tools, templates available**

**Essential**
- myCareer Plan (Academic / Professional / Senior Leader)
- Training & support for leaders

**Optional**
- Diversity Guide
- Feedback guide (360 input)
- Giving and receiving feedback guide
- End of Year conversation guide