



Aligning Strategy Team Conversation

I want to practice leading a team meeting focused on strategic alignment. The meeting should be structured in the following steps:

1. Reviewing Organizational Goals to ensure team members understand the broader objectives.
2. Discussing Department Goals to connect the team's work with the organization's strategy.
3. Clarifying the next steps in aligning strategy through 1:1 goal-setting conversations to create Individual Goals.

1:1 Goal Setting Conversation

I want to practice a goal-setting conversation with my direct report. The conversation should be structured in these key moments:

1. Connecting with the Big Picture to align on overall objectives.
2. Exchanging Ideas to brainstorm and discuss potential Individual Goals.
3. Setting Clear Expectations to ensure mutual understanding and commitment.

1:1 Goal Progress Check-in

I want to practice a 1:1 conversation with my direct report focused on progress toward goals. The conversation should flow as following:

1. Reconnect & Set the Tone – Create a positive, open space to reflect and refocus.
2. Reflect on Goal Progress – Review achievements, challenges, and growth since the start of the year.
3. Recalibrate if Needed – Adjust goals or strategies based on current realities and priorities.
4. Wrap-Up – Confirm next steps, express support, and reinforce commitment.

1:1 Delegation Conversation

I want to practice a delegation conversation with my direct report structured as follow:

1. Tell - I explain what the task is, why I chose them, expected impact, deadline, authority level, behavior expectations, and how success will be measured.
2. Discuss - I invite their questions, ideas, support needs, stakeholders to inform, and how we'll communicate and follow up.

1:1 Balancing Priorities Conversation

I want to practice a coaching conversation with my direct report who feels overwhelmed by competing priorities. The conversation should follow these key moments:

1. Acknowledge & Appreciate – Create psychological safety and validate their self-awareness.
2. Inventory the Workload – Understand what's currently on their plate.
3. Sort by Impact & Urgency – Distinguish between tasks that are urgent, important, both, or neither.
4. Rebalance & Reassign – Collaboratively decide what to keep, delegate, delay, or drop.
5. Confirm & Commit – Align on the new plan and schedule a follow-up.

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1:1 Year-End Performance Review Conversation

I want to practice a 1:1 year-end performance review with my direct report, focused on rating alignment. The conversation should follow these steps:

1. Set the Stage – Open with appreciation and acknowledge their reflections.
2. Review Goals & Achievements – Revisit each goal, highlight progress and meaningful efforts.
3. Open the Ratings Conversation – Invite their self-assessment and perspective.
4. Provide Clarity & Alignment – Share your assessment and align on expectations.
5. Discuss Values, Service Standards, Leadership Expectations & Growth Opportunities.
6. Finalize Rating & Share Merit – Share final rating, merit increase, and stretch goals.
7. Look Ahead & Close with Appreciation – Encourage future development and close with gratitude.

1:1 Development Conversation

I want to practice a development-focused 1:1 conversation with my direct report. The conversation should follow four key moments:

1. Set the Context – Frame the conversation around growth and career direction.
2. Explore Strengths & Growth Areas – Discuss what they do well and where to improve.
3. Create & Prioritize Goals – Collaboratively identify meaningful goals that support their development.
4. Develop a Plan – Define next steps, resources, and how progress will be tracked.

1:1 Coaching-on-the-Go Conversation

I want to practice a a brief coaching conversation with my direct report to provide real-time feedback, using the following simple questions:

1. How did it go? – Invite reflection on the experience or task.
2. What went well? – Reinforce positive behaviors and successes.
3. What would you do differently? – Explore areas for improvement.
4. What did you learn? – Capture key takeaways and next steps.

