**BEFORE THE MEETING**

* Read Step 9 in Section II
* Schedule the meeting
* Invite: Your direct supervisor / manager only
* Subject: “Discuss Individual Development Plan :: Step 9 - COMPLETED”
* Objective: To share with your manager your learnings in Step 8, provide progress update as well as to discuss next steps
* *Recommendation: Schedule the meeting at least one week before the meeting start*

**DURING THE MEETING**

* Share with your manager learnings from the Step 9, and progress update
	+ *Recommendation: Share with your manager lessons learned and adjustments you are making*
* Seek feedback on your progress as well as coaching on how to improve
* Ask your manager to continue to look for opportunities that are aligned with your executable Individual Development Plan
	+ *Recommendation: Be explicit and transparent about your executable Individual Development Plan*

**AFTER THE MEETING**

* Send summary of the meeting
* Remind the manager about the next steps
* Express your appreciation (Thank You)

**WRITE YOUR MEETING NOTES HERE: \_\_\_\_\_\_\_\_\_\_\_\_**

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**Tips for Your 1:1 With Manager**