



BIG 5

Tips for successful BIG 5 discussions, as well as, basic requirements
for Employees & Managers.

BIG 5 ASKS EMPLOYEES & MANAGERS TO
FOCUS ON 2 QUESTIONS:

(1) What are your 5 most significant
accomplishments since our last meeting?

(2) What are your 5 biggest goals until
next time?



WHAT IS BIG 5 ABOUT?

INCORPORATING PERIODIC RECOGNITION.

DEMONSTRATING THAT EMPLOYEES ARE
VALUED.

EXPLAIN THE IMPACT OF THEIR
CONTRIBUTION.

TAKE STEPS TO ENSURE EMPLOYEES ARE
PROGRESSING & GROWING.

THINK



Be Positive

"Positive thinking will let you do everything better than negative thinking will."

~ Zig Ziglar

For effective BIG 5 discussions, there are 3 Basic Requirements



Step 1

COMMUNICATE PRIORITIES & KEY INITIATIVES

Every year, managers will use the County's Strategic Blueprint to create Priorities & Key Initiatives for their Departments that are aligned to the Strategic Blueprint. Employees will use the Department's Priorities & Key Initiatives to then draft their goals -- Goals being what they will be aiming to accomplish.

Step 2

SCHEDULE REOCCURRING 1:1 MEETINGS

Managers will connect with each direct report to determine the dates/times of their reoccurring BIG 5 meetings. Meetings will be held at least once every 3 months; however, if a manager would like to meet more frequently, such as monthly or bi-monthly, the manager has the discretion to do so.

Step 3

COME PREPARED TO BIG 5 DISCUSSIONS

Employees: Will come prepared to each BIG 5 meeting with a report of their 5 most significant accomplishments to discuss with their manager, as well as, a list of the 5 goals they will work toward until the next BIG 5 discussion.

Managers: Will come prepared to each BIG 5 meeting with the employee's previously set goals to be able to provide recognition, coaching, and support for the employee's success.

Tips for successful BIG 5 discussions & Interesting Metrics



By leaving the traditional once-a-year Annual Performance Review and going to regularly scheduled BIG 5 discussions, it allows both managers & employees to think about and prepare for performance discussions differently.

In addition to the 3 basic requirements mentioned above, we've also provided some tips to aid managers & employees in having successful BIG 5 discussions, as well as, provided metrics supporting the importance of regular 1:1 meetings.

INTERESTING METRICS

529%

Return on Investment

MetrixGlobal LLC study estimated that consistent employee coaching via regular 1:1 meetings produced a 529% ROI.

70%



The Growth Divide study revealed that nearly 70% of employees say:

More regular performance and development check-ins would improve their relationship with their manager.

What an opportunity to motivate employees and improve their overall employee experience!

MANAGER TIPS FOR SUCCESSFUL BIG 5 DISCUSSIONS

RECOGNITION

Taking time to recognize & congratulate employees for a job well done is one of the best investments managers can make in the growth & development of their employees.

Sincere appreciation for the employee's 5 most significant accomplishments will help to create momentum for the next 5!

VALUE

It's important for employees to know that their manager and the organization values both their work & their insight, knowledge & experience.

Asking for employees' input is a simple way for a manager to show they value the employee & their contributions to the organization.

IMPACT

Be mindful of time; utilize these discussions to deal with issues, challenges or concerns, and discuss problem-solving solutions or strategize about new ideas and opportunities and how the employee's work contributes toward the overall success of the organization.

GROWTH

Take a genuine interest in your employee's professional growth and progression. Ask about skills gaps or professional needs.

1:1s are the perfect opportunity for that real-time discussion that facilitates employee growth.

THINK



Be Positive

"If your actions inspire others to dream more, learn more, do more and become more, you are a leader." ~ John Quincy Adams

EMPLOYEE TIPS FOR SUCCESSFUL BIG 5 DISCUSSIONS

GOAL SETTING

Since employees will be setting goals that align to their Department's Priorities & Key Initiatives, a best practice is for employees to set themselves up for success by taking into consideration goals that will be a stretch but realistic to accomplish by their next BIG 5 discussion, and remember, big goals can be broken-up into multiple smaller milestones.

PRIORITIZATION

By understanding what & when action items need to be accomplished, employees can then effectively decide what 5 biggest goals they will discuss with their manager during BIG 5 meetings.

Be mindful of changing priorities and openly discuss with your manager to ensure your goals are always aligned to the Department's Priorities & Key Initiatives.

REPORTING

Find your favorite way to document your BIG 5 accomplishments.

Since employees will be responsible for bringing a report to BIG 5 meetings relative to their 5 most significant accomplishments, a best practice is to create a template that works for you and your manager -- sending your manager the report ahead of the meeting is also helpful and a best practice.

ACCOUNTABILITY

Take a genuine interest in your own professional growth and progression. Talk with your manager about skills gaps or professional needs.

1:1s are the perfect opportunity for that real-time discussion that facilitates employee growth.



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