

Skip Level Meeting Readiness Assessment

	<i>Ask Yourself These Questions:</i>	<i>If the Answer is NO...</i>
A	Has a skip-level meeting occurred with this group before?	Go to 1
B	Has the feedback been acted upon?	Go to 2
C	Is the leader of the group to be interviewed a good performer?	Go to 3
D	Have skip-level meetings occurred with parallel teams or work groups?	Ensure this group is your priority
E	Is there someone who can accompany whoever will be conducting the meeting?	Appoint a note taker so you can focus on the meeting
F	Is there a prepared question set for whoever is conducting the meeting?	See 'Suggested Skip Level Meeting Questions' in the Skip Level Meeting Booklet
G	Is there organizational history of giving and receiving constructive feedback?	Go to 4
H	Do you anticipate the participants will readily offer their views?	Go to 4
I	Are you sure it is better to conduct this meeting in a group setting as opposed to a series of one on ones?	Go to 5

1. You need to:

- Determine why you are targeting this group, and make sure it is for constructive reasons
- Ensure you understand and have prepared for the entire process. Read all the information contained in the module very carefully
- Be committed to acting on the feedback provided

2. You need to review the notes from the previous meeting and take some action against the feedback provided before you ask for more feedback. Failure to do so will create great cynicism. Review the 'Action Planning' Topic Bundle

3. Do not conduct the meeting to build a case against a manager with performance issues. Doing so will create distrust against senior levels of leadership. Review the 'Dealing with Performance Issues' Topic Bundle
4. Review the 'Getting Good Information from Others' Topic Bundle. Consider doing some development work on building a culture of feedback. Review the 'Giving and Receiving Feedback' Topic Bundle
5. Review the 'Effective One with One Meetings' Topic Bundle