



## EMPLOYEES



# Rounding for Success



Ever had a meaningful one-on-one conversation with your manager or supervisor? This practice is called direct report rounding. When done consistently, it gives you a chance to speak up, share ideas and find purpose in your everyday work. Building a workplace culture where everyone's voice matters is key to our Labor Management Partnership. The next time you talk to the boss, use these 6 tips to get more out of your rounding conversation.



**Prepare for your conversation** by reviewing common rounding questions asked by supervisors, managers and leaders:

- » What is working well?
- » Who can I recognize for you?
- » Do you have the things you need for work?
- » What else do we need to improve?
- » What else can I do for you right now?



**Jot down your answers** in advance and keep them handy so you're ready to engage in meaningful conversation with your boss.



**Identify 3 top issues** of most concern to you. Rank them in order of importance. Use this approach when all of your concerns can't be addressed immediately, or you have limited time with your supervisor or manager.



**Don't forget to celebrate.** Share what's going well in the department. Rounding conversations give you a chance to recognize co-workers and express gratitude or their contributions.



**Be flexible and creative.** Rounding conversations can take many different forms. For example, at the start of scheduled meetings, by video and phone. Find a format that works best for you and your manager.



**Ask for a rounding conversation** if you don't have regular one-on-one meetings with your supervisor or manager. Say to your boss, *"Having a moment of your time would be really helpful to me. Can we schedule time on your calendar to talk?"*