

NEYSDP Insights



An opportunity for colleagues to share experiences, practice and learning from across the network

Part 3: Colleague Conversation Compass – Conclude

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In Part 1: Colleagues Conversation Compass – Connect, we set out and started to explore the differing facets of the Colleague Conversation Compass (CCC).

Reviewing and connecting with the **Conversation Points** helping to provide clarity and focus around the topics for discussions.

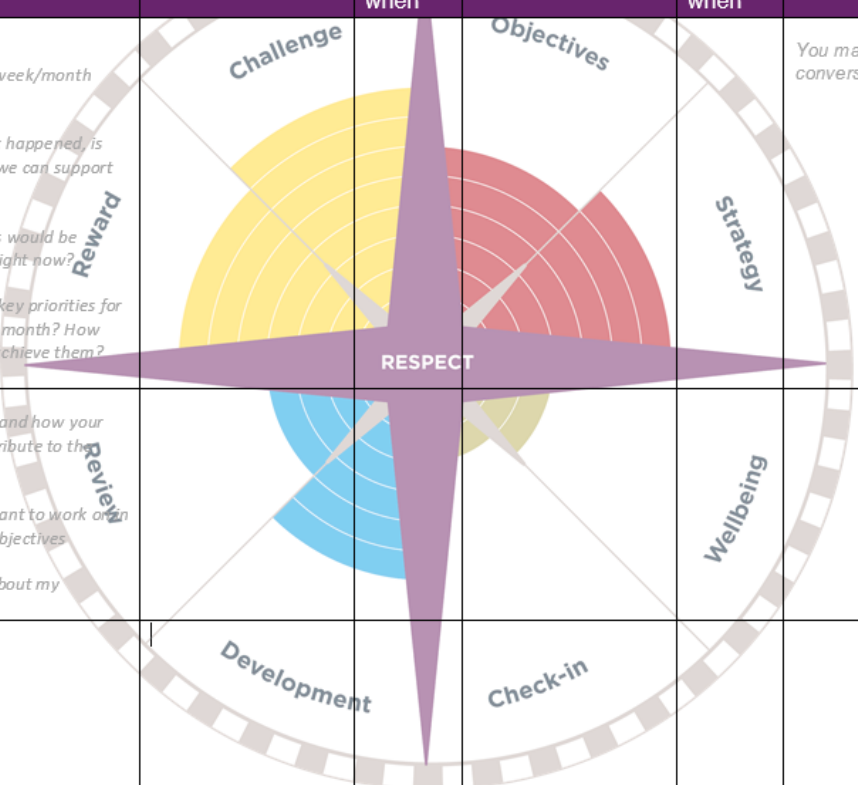
In Part 2: Colleague Conversation Compass – Create, we move on to consider how to Create that conversation, recognising helpful Navigation Routes in charting your course.

Finally, in Part 3 we look to bring the conversation to a natural close and use a **Discussion Summary**. This helps to agree expectations, enabling understanding (what is expected by when, and by whom,) at the same time as sharing main discussion areas.

Establishing a regular calendar invite to revisit the **Colleague Conversation Compass** (CCC) to provide/seek feedback, recognise achievements and meaningfully appreciate efforts (avoiding cancelling or rescheduling) will not only complete the structured approach, but will also encourage you both to consider progress and prepare to update on headway.

You could both think about -

- What has proved to be easier/more complex than originally thought?
- How are actions/outcomes progressing?
- Are you on track? Red/Amber/Green

Discussion Summary						
Date:	20 th July 2021	Actions				Additional Notes
CCC Profile	Discussion notes	Manager	By when	Colleague	By when	
Example: Build: Check-in	<p>How has your day/weekend/week/month been?</p> <p>I heard that xxx happened, is there any way we can support you?</p> <p>What resources would be helpful to you right now?</p> <p>What are your key priorities for the next week/month? How can I help you achieve them?</p>					<p>You may want to keep brief notes about your conversations in here</p>
Align: Objectives	<p>Do you understand how your objectives contribute to the team?</p> <p>What do you want to work on in terms of your objectives?</p> <p>Are you clear about my expectations?</p>					

How to complete the Discussion Summary

CC Profile

Take a note of the 3/4 Conversation Points with the highest priority. Indeed, you may even want to limit this to just one Conversation Point 'Check-in'

Discussion Notes

Note down the main aspects of your discussion around each Conversation Point. It is important that the note taking here does not overtake the conversation. Keeping these brief and succinct will certainly help.

Top tip: Use bullet points and keep it simple

Actions

Record any actions for Manager or Colleague (if using the CCC for a Team/Group assign Colleague actions with their initials), include a date for expected completion

Additional Notes

Here you can link to any additional dependencies, risks or indeed documents used eg. Objectives/Goals, Development Workbooks, Wellness Action Plans, Induction Checklist etc.

Read more -

- [Part 1: Colleague Conversation Compass – Connect](#)
- [Part 2: Colleague Conversation Compass – Create](#)