



VA Veterans Onboarding Program

Guided Conversation

People naturally use conversation to make sense of a situation. Conversation helps us create the context, meaning and structures we need to interact effectively. Use the discussion planner to guide the conversation and to learn from key people how a new employee can contribute to the success of the organization.

Agenda for Guided Conversation

Purpose	To engage in a conversation with key contributors about the organization and leadership.		
Outcome	To develop a better understanding of how the organization operates and how what I do contributes to the success of the business.		
Date			
Time			
Participants			
Agenda	<ul style="list-style-type: none"> • Introductions – <i>Roles in the organization</i> • Guided Conversation Questions – <i>Use questions to guide the discussion.</i> • Next Actions 		
Organization Questions	<ul style="list-style-type: none"> • How does the work you do contribute to the success of the organization? • What key things should I keep in mind to positively impact and/or improve the success of the business? • Are there any “red flags” or common mistakes that I should watch out for? 		
Leadership Questions	<ul style="list-style-type: none"> • What are some characteristics of leadership and our culture that are prominent at VA? • In your role, how do you balance leadership and management? How does leading and managing contribute to success? • What is the best piece of advice you can give me to help me achieve success? 		
Notes			
Action Items	Action Item	Assigned to	Target Date

