

LEARNING AND DEVELOPMENT

How to plan a meeting with your young employee to inspire growth and support professional development



Make a time which is suitable for both the Young Person and the employer.

Have the meeting take place in a private but still near a common area.



Break the meeting into an opportunity for both discussion around work performance and general wellbeing updates.



Have clear KPI's - Make these clear and realistic and fair.

Have clear expectations outlined. Make the distinction between a casual chat.



Feedback! Ensure that you listen to your employees feedback. Most employees want to feel heard.

3:7 Ratio improvement Feedback. Ensure there is always more positive feedback than negative, this drives motivation.



Ensure notes are taken from the meeting and the Young Person is given a copy.