

# - CONVERSATION TO ASCEND TEAM MEMBER INTERNALLY -

*This meeting is to be diarised and treated as a formal meeting. Allow 30 minutes to cover all the details.*

*Simply schedule 30 minutes when it suits you and block out your team members diary. You can do this on the day if time permits or you can organise 24- 48 hours in advance to ensure it fits all diaries. By prioritising this conversation as a formalised meeting, it will be taken more seriously and valued by all parties involved.*

## **CREATE CONTEXT**

Hey (name), you've been doing great in your role and I'd like to talk to you about your future.

Before we get started, I'd like to know, what is it that you love most about working here?

## **SET THE SCENE**

Now, if I were to be able to give you more responsibility and develop your career further, would you be interested?

Okay great.

Listen, you've really demonstrated some skills which I value, and the company has a need right now for a (new opportunity/position etc).

I believe that you have (insert behaviours/skills etc) and I want to give you an opportunity.

Is this something that sounds interesting to you?

Great well...

## **SHOW THE OPPORTUNITY**

Let me explain what it is:

The role is (insert role title here)

Which means .....

(list of all the details)

Now that I've described it, does this sound like something you'd be interested in?

Okay great.

Before we go any further, what is it that makes you think that you'd be more suited to this over others in our company/external applicants who may apply? (increase desire and see how hungry they are)

Okay. Well, let me describe to you how this is going to work.

#### **DESCRIBE THE CRITERIA:**

I want to test it out for the next 60 days before we look at hiring externally.

There will be no additional pay during this time and the additional tasks will be on top of your current workload.

After the 60 days is up, if you don't feel it's a fit, you can continue as you are now in (insert current role title) and no one will know.

However, if you love it and excel at it, because you will have already been doing the role for the last 60 days, when I announce it to the team, they will high five you because you will have already demonstrated that you're a great fit for the role.

At the end of the 60 days if we both agree that you are a fit for the (insert role) then I'll formalise it and I'll announce it to the team, and we will discuss your new role plus your salary will increase.

During the 60-day trial we will add in weekly training and support for you and I will provide additional resources to get your skills up.

#### **GET AGREEMENT:**

How does this all sound to you (name)?

Any questions you would like me to cover?

Great.

Let's organise a review date for your 60-day trial.

After this meeting I will be sending you an email of the opportunity with the new role and KPI's to reach for this role. We can then organise another meeting to make sure you are clear on the new expectations.

I'm excited for you (name).