The Lifespark Way Connection Cadence

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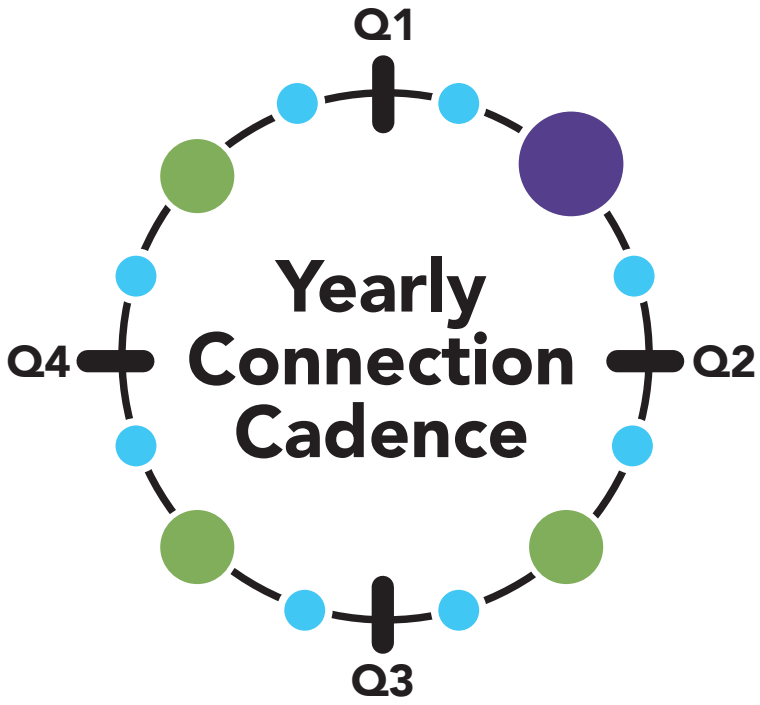

1. Annual Performance Review

Managers need to formally review performance progress and reset expectations.

This conversations celebrating success, preparing for the future achievements, and planning for development and growth opportunities.

Focus on, purpose, goals, metrics, development, strategy, team and wellbeing.

Time: 60-90 minutes, once per year in Q1.

2. Coaching Conversations

These are the most difficult to master. Most effective when the manager knows the employee well and understands their unique strengths and personality.

Purpose is for manager to give employee direction, support and advice when exploring career, aspirations and development.

Focus on an employee's GWC (Get It, Want It, Capacity for It) from the EOS People Analyzer.

Time: 30-60 min per quarter, with the GWC Tool.

3. Quick Connects

Employees hate being ignored. It's worse than focusing on weaknesses. Some attention, is better than no attention. Ongoing conversations are rooted in the individual's strengths.

Best to have these while business, projects, initiatives are happening to steer the moving effort.

This helps employees know if they are on the right track. Opportunity for timely recognition.

How: Virtual, phone or hallway conversations.

Time: 15-30 minutes twice per quarter.

The Lifespark Way **Performance Review**

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BREAKING IT DOWN: Use this 60 minute approach to direct conversation and create a growth plan.

Self Evaluation:
Employee completes a self evaluation of three areas, using the +, +/-, - rating criteria:

Role Skills & Competencies

Role Knowledge & Measures

Core Values

Performance Conversation:
At the close of Q1 managers schedule a 1:1 conversation to review both evaluations, and provide feedback on the previous year and direction for the future.

Manager Evaluation:
Managers provide their feedback and perspective on employee self evaluation, measures and growth opportunities and plan using the +, +/-, - rating criteria.

The Lifespark Way **Quick Connects**

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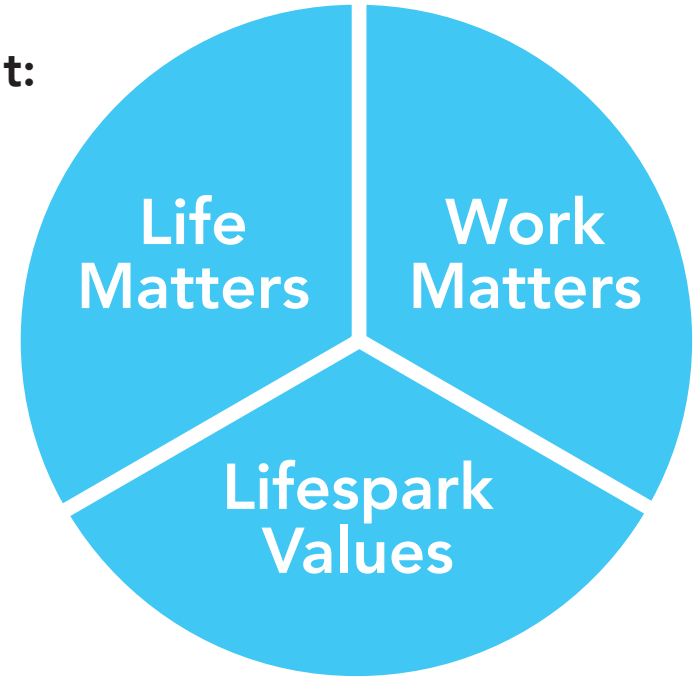
BREAKING IT DOWN: Use this 15-30 minute approach to connect on 3 key topics each time you meet.

Topics to chat about:

- Family/Friends
- Sports
- Hobbies
- Pets
- Travel



Use this time to discuss business initiatives, Rocks, projects…

What is working?
What is not?
Often these will require follow up meetings or larger team involvement.

Reference the Lifespark Values booklet to guide the conversation:
Thumbs Up (keep it up/do more
Thumbs Down (steps to improve)

Sample Questions: Which value is your favorite? Which is your least favorite? Is your favorite the easiest to do — which is the hardest? Which do you most often lean into at Lifespark? Which one make you FEEL the best when you live it?

Pick one Lifespark Value and create a to-do that you can incorporate into your work/life this quarter.

The Lifespark Way **Coaching Conversations**

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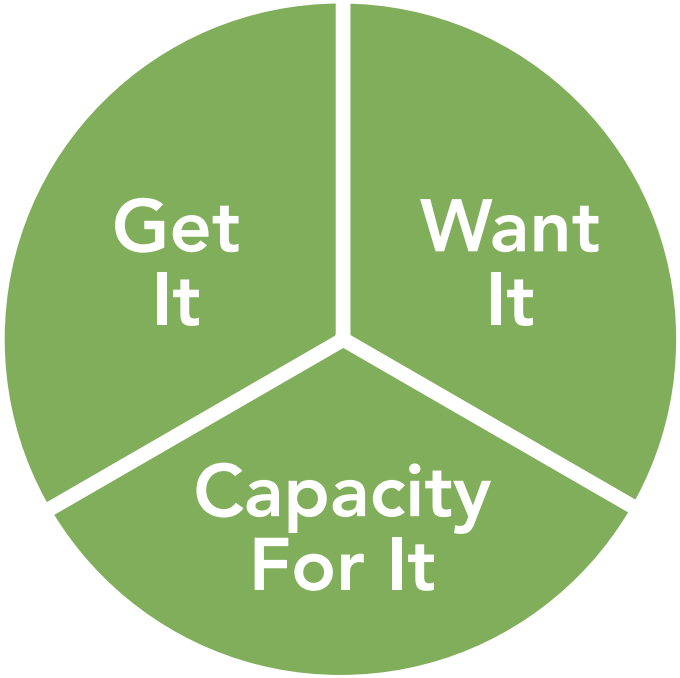
BREAKING IT DOWN: Use this 30-60 minute approach to cover the EOS GWC (Get It, Want It, Capacity for It)

Get It:
Understands the role, the expectations, and how the work fits into the organization.



Want It:
Demonstrates genuine desire, motivation, and commitment to own the role.

Capacity for It:
Has the time, skills, and bandwidth to perform the role effectively.

The GWC is assessed as a simple **YES or NO** to determine Right Seat.

A **YES** means the person fully understands the role, genuinely wants it, and has the capacity to perform it. A **NO** means one of those elements is missing, signaling a seat misalignment that requires coaching, clarification, or a role adjustment.

The Lifespark Way **Notes**

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Employee Name:_____ Date:_____

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REMINDER: Be sure to mark each of your Cadence Conversations in UKG when completed.