

## The Lifespark Connection Cadence

### **Connection Cadence Overview**

The Connection Cadence is Lifespark’s intentional rhythm of manager–employee conversations designed to build trust, strengthen clarity, and resource performance and wellbeing. Across three structured touchpoints—**Monthly Quick Connects, Quarterly Coaching Conversations, and the Annual Performance Review**—managers create consistent space to reinforce expectations, celebrate strengths, reduce barriers, and align daily work with purpose. This cadence ensures employees always know where they stand, what’s ahead, and how they can grow. It turns connection into a habit, coaching into a norm, and performance development into an ongoing partnership rather than a once-a-year event.

### **Definitions**

#### **1. Quick Connect (Monthly, 15–30 min)**

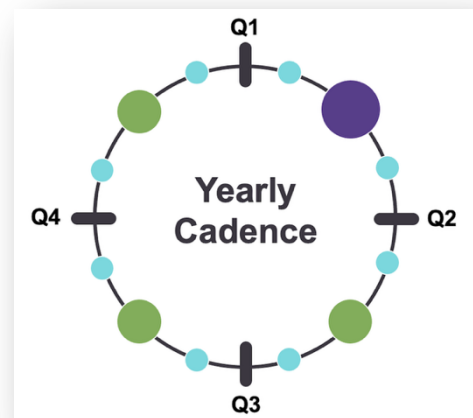
A short, strengths-based touchpoint to keep employees aligned and supported in real time. These conversations are informal, timely, and embedded in the flow of work—email, phone, hallway, or scheduled check-ins. The purpose is to ensure the employee knows they’re on the right track, receive recognition when it matters most, and have space to surface small challenges before they grow.

#### **2. Quarterly Coaching Conversation (Quarterly, 30 min)**

A more intentional review of progress, successes, and barriers tied to organizational priorities. These conversations focus on celebrating strengths, revisiting expectations, and exploring development, career interests, and needed support. When managers know employees well, these quarterly touchpoints can meaningfully shape career direction and clarify capacity, workload, and opportunities. Incorporates GWC, Get it, Want it, Capacity for it.

#### **3. Annual Performance Review (45–60 min)**

A formal performance progress review that integrates the year’s conversations into a forward-looking coaching discussion. This conversation reinforces purpose, goals, metrics, strategy, and wellbeing; updates expectations as roles evolve; and identifies development and growth opportunities. It can also function as a role or relationship reset when responsibilities shift or when clarity needs to be re-established.



## Proposed Conversation Types in the Cadence

Conversation Type	Timing	Duration	Purpose / Description
Role Clarity Conversation	<b>Day One (Onboarding)</b>	<b>60 min</b>	Defines expectations, success measures, and role alignment. Provides employees with certainty and confidence in how their work connects to organizational goals.
Check-Ins	<b>Monthly</b>	<b>30 min</b>	Short, structured conversations on priorities, barriers, and progress. Builds trust, responsiveness, and consistent alignment.
Coaching Conversation	<b>Quarterly</b>	<b>30-60 min</b>	Forward-looking coaching focused on development, support needs, resources, and alignment with organizational goals. Incorporates <b>GWC</b> to evaluate role fit.
Performance Report & Next Year Role Clarity	<b>Yearly</b>	<b>60 min</b>	Culminates the year's conversations. Provides a comprehensive reflection on contributions, progress toward goals, and establishes clarity for expectations and role focus for the coming year.

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## The Entrepreneurial Get it – Want it – Capacity for It (GWC)

The Quarterly GWC ensures the *seat* is right; and in contrast the performance review ensures the *results* are right. The GWC is a tool to support the more substantial quarterly coaching conversation.

- **GWC (Get it, Want it, Capacity) (A Quarterly Coaching Conversation Tool)**
  - *A fit assessment tool.*
  - Evaluates whether an employee is in the **right seat**: Do they understand the role (Get it), want the role (Want it), and have the skills/bandwidth (Capacity)?
  - Useful in hiring, restructuring, and quarterly conversations about alignment.
- **Performance Reviews**
  - *A measurement tool.*
  - Evaluates how well an employee has **performed against goals, responsibilities, and expectations.**
  - Looks backward at outcomes; informs compensation, promotion, and recognition.

## **Templates**

### **Quick Connect Template (Monthly)**

Use the 1–2–3 framework: **Life Matters** → **Work Matters** → **Lifespark Core Values**

#### **1. Life Matters**

- What's going on in life right now that's shaping your energy or focus?
- Anything outside of work you want me to be aware of so I can support you well?
- How's your overall wellbeing this month?

#### **2. Work Matters**

- What's going well in your work right now?
- What's unclear, stuck, or slowing you down?
- Where do you feel most confident, and where could small support make a big difference?
- Anything you need from me this week or month to stay on track?

#### **3. Lifespark Core Values**

- Which of our values have you seen show up in your work recently?
  - Any examples this month where you felt particularly aligned with our values?
  - Any value you want to lean into more intentionally next month?
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### **Quarterly Coaching Conversation Template**

#### ***Strengths & Successes***

- What accomplishments from the past quarter are you most proud of?
- Where have your strengths been most evident in your work?

#### ***Expectations & Alignment***

- What expectations are clear and working well?
- Where do expectations or priorities feel unclear or shifting?
- How aligned do you feel with your role, responsibilities, and workload?

#### ***Barriers & Support***

- What barriers or friction points slowed you down this quarter?
- What support, resources, or clarity would help you move faster or better?

#### ***Development & Future Growth***

- What skills, projects, or experiences do you want more exposure to?
- What would meaningful development look like for you this coming quarter?
- Where do you see yourself growing in the next 12–18 months?

#### ***Manager Partnership***

- What can I do better to support you?
- Is there anything you need from me that you haven't asked for yet?