



# THE COMPETENCE LEVERS

## Manager Discussion Agenda: Employee Notes

### RESOURCES

- The Meaningful Competence® Toolkit Training System
- The Competence Levers Worksheet
- The Competence Levers Manager Discussion Agenda

### PREPARE

*Use this resource as stated in The Competence Levers: How to Use This Tool.*

1. Make an appointment with your manager to discuss your Competence Levers development plan.
  - a. Tell your manager about the Meaningful Competence program that you are going through to grow your career and your value to the organization.
  - b. Share that you're using a tool to build a competence development plan.
  - c. Schedule 45-60 minutes for this discussion.

#### ***Sample Script for the Appointment***

*[Manager], I'd like to discuss a Competence Development Plan I'm developing.*

*When can we meet for about 45 to 60 minutes to work through this plan? [Depending on your manager's calendaring strategy, consider offering some dates that you believe would work best for both you and your mentor.]*

*[When you have agreed to a date, continue.]*

*Great. I'm looking forward to this discussion.*

2. Review the agenda and prepare to discuss:
  - a. The definition of competence.
  - b. The description of each leverage.
  - c. Your proposed ideas for each leverage.

# MEET

**Note**

*To influence the meeting so you achieve your desired result, give your manager the document The Competence Levers Manager Discussion Agenda. It may take more than one meeting to identify and agree on your Competence Levers development plan.*

1. Discuss the following:
  - a. The definition of competence.
    - The consistent, efficient display of a valued contribution to an organization or a society.
  - b. The description of each leverage.
    - i. Clarity
      - Agreement on assignments, expectations, Value-Added Outputs, current status, and other decisions that define an employee's success.
    - ii. Motivation
      - The values, confidence, emotions, and beliefs that influence employees to start an activity, persist in the activity, and invest enough mental effort to succeed in the activity.
    - iii. Skills
      - The know-how and physical ability to carry out tasks that produce expected results, often within a given amount of time.
    - iv. Resources
      - The training, systems, tools, finances, job aids, information flow, supporting structure, and other elements that employees interact with to perform their job.
2. Review and Refine the Leverages.
  - a. Review and refine the leverages of Clarity, Motivation, and Skills based on the questions provided with the worksheet.
    - i. Ensure alignment between the opportunity statement and each leverage.
  - b. Brainstorm a list of resources.
    - i. Verify the alignment of Resources with the leverages of Clarity, Motivation, and Skills.
    - ii. Evaluate the likelihood of the organization providing or supporting the Resource.
3. Discuss the expected impact of the plan.
  - a. Refer back to the Relevant Business Results, Value-Added Outputs, and Opportunity Statement associated with this plan.
  - b. Discuss how the resources will lead to improvement of the Relevant Business Results and Value-Added Outputs and fulfill the opportunity.

***Sample Script for the Opportunity Statement Discussion***

*I'm working on the Competence Levers development plan. To develop this plan, I answer questions for each leverage. I'd like to discuss what this plan looks like and how I've answered the questions. Finally, I would like to have you brainstorm with me a list of resources I can use to act on my opportunity statement.*

*[Follow the rest of the agenda.]*

## FOLLOW-UP

1. Send a thank you email to your manager. Include a summary of the discussion.
2. Begin implementing your Competence Levers Development Plan and recording the completion of Resources in *The My Value App*.