A Meaningful Competence® Tool

# THE VALUE DETECTOR

## Manager Discussion Agenda: Employee Notes

## RESOURCES

- The Value Detector: How to Use This Tool
- The Value Detector Worksheet
- The Value Detector Example: Value-Added Output Nouns
- The Value Detector Manager Discussion Agenda

## PREPARE

*Use this resource as stated in* The Value Detector: How to Use This Tool.

1. Make an appointment with your manager to discuss your Value-Added Outputs.
   a. Tell your manager this is the next step of 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 Identify Your Value-Added Outputs.
   c. Schedule 45-60 minutes for this discussion.

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**Sample Script for the Appointment**
**(If you've previously discussed a Meaningful Competence tool with your manager)**

*[Manager], I'm nearly ready to use another tool of the Meaningful Competence program. This step will help us clarify what outputs I perform that bring the most value to our group. If we do this step well, I'll be able to better measure and report my value to you.*

*When can we meet for about 45 to 60 minutes to work through this assignment? [If you have a company calendaring program, check your manager's schedule and suggest dates.]*

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

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2. Review the agenda and prepare to discuss:
   a. The definition of Value-Added Output.
   b. The Five Characteristics of a Value-Added Output.
   c. Proposed Value-Added Outputs you have created. (Two to four will be enough.)

# MEET

1.  Discuss the following:

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***Note***

*To influence the meeting so you achieve your desired result, give your manager the document* The Value Detector Manager Discussion Agenda. *It may take more than one meeting to identify and agree on your Value-Added Outputs.*

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   a.  The definition of Value-Added Output.

   *Something you produce—a service, physical product, event, document, or other countable output—that is proven to influence Relevant Business Results.*

   b.  The Five Characteristics:
      i.  Countable
         - It's countable, without the need of direct observation.
      ii.  Clarifies When It Counts
         - Criteria are established, and agreed on, defining objectively when or whether the output has been accomplished.
      iii.  Defines Efficiency
         - It can be accomplished frequently enough to show a trend.
      iv.  Provides a Challenge
         - The Value-Added Output is challenging enough that the most competent workers successfully produce it markedly more often than less skilled workers.
      v.  Affects Relevant Business Results
         - Improvement in production of the Value-Added Output can be shown to improve the linked business results.

2.  Review the complete list of Value-Added Outputs.
   a.  Share your Value-Added Outputs Worksheet with your manager.
   b.  Focus on why you wrote each Value-Added Output.

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***Sample Script for Presenting Your Value-Added Outputs***

*I'd like to give you the overall view before we discuss each of these Value-Added Outputs individually. They are [share the title of each].*

*The first is what I produce for the [name of process]. The second one clarifies what I provide to our external customers.*

*[Continue discussing all other Value-Added Outputs you wrote.]*

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3.  Evaluate each proposed Value-Added Output.
    a.  Refer to the five characteristics.
    b.  Choose to keep, modify, delete, or replace each presented Value-Added Output.

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**Note**

*Refer to the definition of Value-Added Output with its five characteristics as frequently as you feel is needed during this discussion. You're working for agreement, and definitions help constrain discussions to bring agreement.*

*If you've found any Value-Added Output examples in the Meaningful Competence program that are helpful to this discussion, share those examples and explain how the example influenced your writing of the related Value-Added Output.*

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4.  Choose to keep, modify, delete, or replace each presented Value-Added Output.
    a.  Enter the agreed upon Value-Added Output into The My Value App.
    b.  For your first few metric entries, consider verifying whether you met the criteria or not with your manager.

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**Sample Script for Ensuring Agreement of Trend Metrics**

*Trend Metrics are leading indicators to the Relevant Business Results we discussed. I want to make sure I continue to provide value, and these should provide me feedback that is as near-immediate as possible.*

*Do you feel the Trend Metrics we identified are great leading indicators and will provide me that near-immediate feedback?*

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5.  Schedule the next meeting if you haven't finalized your Value-Added Outputs.
    a.  If possible, schedule the meeting for the following week.

# FOLLOW-UP

1. Send a note thanking your Manager for working with you on your Value-Added Outputs. Provide a copy of the finalized Value-Added Outputs.

2. Enter your Value-Added Outputs in *The My Value App* and begin capturing your metrics.

3. Provide a summary of your Trend Metrics to your manager at least monthly. You don't have to make a big deal out of this report, since you've already established that these are the metrics that show your value. You're just giving an updated report as expected.