The Employee Owned Conversation Guide (EOCG) is a tool employees can use to direct the conversation for informal or formal One-on-Ones (1:1).

EOCG1 is an employee/manager assessment derived from the 'Essential Functions' and 'Special Knowledge, Skills, Other Abilities' sections from the job description, as well as the Core Commitments. Employees will fill out the each performance indicator, defined by the manager, prior to the 1:1 meeting. This gives the manager insight into the employees perception of their work effectiveness. The manager will complete his own EOCG1 based on their assessment of the employee's performance. Any differences are opportunities for conversation, encouragement, and gaining understanding.

EOCG2 is another tool employees can prepare before 1:1s in order to maximize the use of their time and the manager's. This tool serves as a starting place for conversations, a template for consistency in 1:1s, as well as opportunity to provide and receive continual feedback. Over a period of time will improve organization by: 1) Easily tracking the progress of goals, projects, and development 2) Making the items clear which need to be followed up on, when, and by whom, 3) Facilitating the ability to quickly capture a snapshot of the year's performance during the annual performance appraisal.