

THE METRIC MICROSCOPE

Supervisor Discussion Agenda: Employee Notes



RESOURCES

- *The VidBook* Meaningful Competence™: Identifying, Creating, and Communicating Valued Human Performance
- The Metric Microscope: How to Use This Tool
- The Metric Microscope Worksheet
- The Metric Microscope Example: Levels of Business Results
- The Metric Microscope Supervisor Discussion Agenda
- Paper: How to Identify Your Relevant Business Results

PREPARE

Use this resource as stated in *The Metric Microscope: How to Use This Tool*.

1. Make an appointment with your supervisor to discuss your Relevant Business Results.
 - a. Tell your supervisor 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 Identify Your Relevant Business Results.
 - c. Send the paper *How to Identify Your Relevant Business Results* to your mentor.
 - d. Schedule 45-60 minutes for this discussion.

Sample Script for the Appointment

[Supervisor], I found a program that I believe will help me better enjoy and grow my career and help me bring more value to [your company]. This program, called Meaningful Competence, includes tools for us to use together. We'll be using the tool Metric Microscope. This tool is used to identify my Relevant Business Results. Can you spare about 45 to 60 minutes to work through this tool with me?

[I'm going to assume the answer is yes. At this point set the date and time.]

Great. I'll send you a paper to read that will describe what Relevant Business Results are and how they're used. I'm looking forward to this discussion.

2. Review the agenda and prepare to discuss:
 - a. The definition of Relevant Business Results.
 - b. The Four Criteria.
 - c. Proposed Relevant Business Results you have identified. (Two to four will be enough.)

MEET

Note

To influence the meeting so you achieve your desired result, give your supervisor the document The Metric Microscope Supervisor Discussion Agenda. It may take more than one meeting to identify and agree on your Relevant Business Results.

1. Discuss the following:
 - a. The definition of Relevant Business Results.

The bottom-line metrics, connected to the organization's core mission, that your efforts influence.
 - b. The Four Criteria.
 - i. Influence
 - Which business results do I have a noticeable influence on?
 - ii. Connection
 - Do the metrics I'm producing feed into those metrics that executives care about?
 - iii. Trends
 - Am I collecting results data at the frequency that allows me to see relevant trends?
 - iv. Data Access
 - Is there accessible data on these results?
2. Review the complete list of proposed Relevant Business Results.
 - a. Share the results you prepared on *The Metric Microscope Worksheet*.
 - b. Focus on why you chose each Relevant Business Result.

Sample Script for Presenting Your Relevant Business Results

I'd like to give you the overall view before we discuss each of these Relevant Business Results. They are [share the title of each].

The first one captures an overall view of the value I produce. The second one focuses on one aspect but provides more feedback on that aspect that I think is helpful.

3. With your supervisor, evaluate each of the proposed Relevant Business Results.
 - a. Refer to the four criteria.
 - b. Choose to keep, modify, delete, or replace each Relevant Business Result on the list.

Note

Refer to the definition of Relevant Business Results and the four criteria as frequently as you feel is needed during this discussion. You're working for agreement, and definitions help constrain discussions to bring agreement.

4. Determine how to monitor the finalized list of Relevant Business Results.
 - a. Decide how you, the employee, will get access to the results.
 - b. Agree on the frequency at which results will be provided.

Sample Script for Monitoring Your Relevant Business Results

In the Meaningful Competence strategy, there's an emphasis on my being personally responsible for collecting and analyzing my Relevant Business Results data. I can see that data for the first Relevant Business Result is supplied to us in network messages. I haven't identified an easy way to get data for the second Relevant Business Result. Do you have ideas how I could obtain that data and how frequently to review it?

FOLLOW-UP

1. Send an email thanking your supervisor for the meeting that includes a summary of the decisions made.
2. Post your Relevant Business Results (the actual metrics) where you can see them.
 - a. Monitor progress so you can talk about these metrics with your supervisor at any time.
3. Learn about and implement more tools of the Meaningful Competence™ strategy. Start learning about and writing Value-Added Outputs.