MANAGER JOB AID

# The 20-Minute PATH Check-In

Keep this open during every monthly check-in. Ask first, solve second.

20 min

## P Progress

About 5 minutes

**ASK**

"What's moved forward since we last talked, even small things?"

**AVOID**

Turning it into a status report. Status lives in your project tools.

## A Accomplishments

About 3 minutes

**ASK**

"What are you most proud of this month?"

**AVOID**

Skipping recognition because the week is busy.

## T Tough spots

About 6 minutes

**ASK**

"What's getting in your way?" Then: "What have you tried so far?"

**AVOID**

Solving the problem before they finish naming it.

## H Help and growth

About 6 minutes

**ASK**

"What do you need from me?" and "What do you want to get better at?"

**AVOID**

Vague next steps with no owner or date.

## Giving feedback: SBI

"In **[situation]**, I noticed **[behavior]**. The impact was **[impact]**. What's your take?"

Describe what you saw, not what you assume about attitude.

## Before you close

- [ ] One or two next steps, each with an owner and a date
- [ ] Notes saved in the shared check-in doc
- [ ] Next check-in on the calendar

## Today's next steps

Employee: _____ Date: _____

| NEXT STEP | OWNER | DUE |
|---|---|---|
| | | |
| | | |
| | | |
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