

## Stay Conversations Guide

### Purpose

- To retain members of your team and to support and cultivate top performers.
  - You can conduct this conversation with any of your team members, including: novice team members, leaders of color, teacher leaders, etc.
- Provide time, space and setting to engage in open dialogue.
- One-on-one leadership communication that incorporates a positive value message.
- Address concerns which could cause team members to exit their role, school, department, or DPS as an organization
- Identify possible blind spots, evaluative opportunities and practices that impact team members.

### Expected Outcomes

- Improve pipeline and succession of leadership capability
- Examine practices to improve retention and promotion
- Identify barriers that impede progress of Shared Core Values
- Build internal relationship capacity
- Improve retention of DPS team members

### Step 1: Before the Conversation

Schedule time for a 60-minute face-to-face conversation at a convenient location that will be in a private office/area.

### Step 2: During the Conversation

During the conversation, focus on questions and talking points that help to:

- Identify the team member's strengths or needs for professional development support.
- Highlight informal and anecdotal notes that attach to individual perceptions and experiences.
- Reinforce our Shared Core Values that reflect role, leadership potential, area of strength, ability, engagement and aspiration.

### Potential Opening Questions

- Thank you for meeting with me. I would like to talk with you about the reasons you stay with DPS so I understand what I might be able to do to make this a great place to work for you.
- I'd like to have an informal talk with you to find out how things are going so I can do my best to support you.

- What is shared is between you and I is confidential. You are welcome to provide critical feedback and I commit that your feedback will not impact your position at DPS. Please be transparent to help me learn and grow to ensure I'm supporting you.
- Take a few minutes to celebrate your team member.

### Preliminary Dialogue/Conversation

- Tell me about yourself, your role and what attracted you to DPS.
- Please explain how you feel that you are being supported or not supported in your role. Please give examples.

### Leadership/Areas of Strength Assets

- What talents, interests or skills do you have that we have not made the most of as a school?

### Professional Development & Advancement

- In the next 2-3 years, where do you see yourself?
- What professional development opportunities do you think are important for your growth? What opportunities have you leveraged to grow and develop within DPS?
- What do you suggest we do to create a more inclusive culture at DPS to help us better live our Shared Core Value of Equity?

### Commitment

- How do you foresee your commitment impacting positive growth or change at DPS?
- Do you feel valued as an employee? Why? Why not?
- Describe a situation that would cause you to leave Denver Public Schools.

### Motivation & Incentives

- What motivates or demotivates you?
- What would encourage you to remain at DPS?
- What would encourage you to remain on my team?

## Step 3: Closing the Conversation

To close the conversation, thank your team member for taking the time to speak with you and summarize the key responses s/he provided. Commit to taking action, as the leader, to retain this individual and the talent on your team.