

Learning Series

How To Prepare for TTC Employee-Manager Conversations

Purpose of conversations: Review title and standard job description that go into effect

Conversation dates: Will be scheduled as directed by your institution Human Resources units

How Employees Can Prepare

Familiarize Yourself with TTC

- ✓ Visit the [project website](#) - review the Resources page
- ✓ Watch a Town Hall Video

Review

- ✓ Review your current position description
- ✓ View the new [SJD Library](#) on the project website

For the Conversation

- ✓ Manager and employee conversations and engagement
- ✓ Review and confirm your new standard job description

How Managers Can Prepare

Familiarize Yourself with TTC

- ✓ Visit the [project website](#) - review and share content from the Resources page
- ✓ Watch a Town Hall Video
- ✓ Take online manager training – 30 minutes

Review

- ✓ Talk with employees about the project
- ✓ Review your employee's current job description

For the Conversation

- ✓ Confirm employee mapping for accuracy
- ✓ Engage employees through series of conversations

KEY POINT:

Employees and managers can start preparing for upcoming engagement on job titles and job descriptions