

Skip-Level Meetings Resources:

Examples of Communication in Advance of the Skip Level Meeting (Invite)

Example 1

Dear Participant/Employee:

As part of our continued efforts to promote open communication and collaboration at William Paterson University, I invite you to participate in an upcoming Skip-Level Meeting.

Skip-level meetings give senior leaders the opportunity to hear directly from employees, without their immediate supervisor present. The purpose of these conversations is to listen, learn, and gather feedback about your experiences, challenges, and ideas for improvement.

This will be an informal conversation, and there is no preparation required. You may find it helpful, however, to think about what you enjoy most about your work, challenges that make it harder to do your best, and ideas you'd like to share with leadership.

I look forward to hearing your perspectives and working together to strengthen our culture.

Example 2

You may also decide to include examples of the types of questions that you may ask.

What I send in advance of my skip-level meetings:

Hi _____. I am looking forward to our virtual meeting next Monday. Below are the questions I plan to use to guide our conversation, but feel free to select the ones most relevant, and I am happy to let the discussion take any necessary direction. Thanks.

1. What should I know about your work? What is it like to do your job on a day-to-day basis?
2. What do you think our current blind spots are in how this organization is run?
3. Where do you see opportunities that we are not currently exploring? How do you know?
4. Tell me something brilliant that your team does and something you would really like to change.
5. If I could answer any question about this organization, what would you like to know?
6. Is there anything that I am doing or failing to do that makes your job more difficult?
7. Do you feel heard and understood when you share your ideas or concerns with me?
8. What do you need from me to be more successful, happier, and experience more fulfillment in your role?