

Skip-level meeting agenda

1

INTROS & OPENING

5 MINUTES

- Explain the purpose of the meeting.
- Introduce yourselves and your roles within the company.
- Share something authentic about yourself that fosters connection, like your favorite hobby outside of work or something that brings each of you joy.
- Thank the person for taking the time to speak with you.

2

GET TO KNOW THE EMPLOYEE

10 MINUTES

- What's one thing the company should start or stop doing?
- What area of the company's strategy is most confusing to you?
- From your perspective, what is the biggest challenge for the company right now? What's the biggest challenge for your team?
- How effective is your manager in supporting you and your team?
- Is there something your manager could change to be more effective?

3

ASK ABOUT GROWTH & CULTURE

10 MINUTES

- What are your professional goals within the company over the next year? Why did you choose those goals?
- What's your favorite part of company culture? What's one thing you would change?
- Are you happy in your role?
- What is your biggest piece of advice for me for career growth?

4

SHARE FINAL THOUGHTS & WRAP UP

5 MINUTES

- Prepare a few questions for the skip-level manager, in case they ask if you have any questions. Consider asking the manager about their own career path within the company.
- Jot down notes on their responses to keep handy later.
- Schedule follow-up meetings as needed.

Agenda For Skip Level Meeting Examples

Tao Wei



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