Conversation Outline For Accountability

(Adapted from https://wideangle.com/5-categories-you-should-cover-in-your-one-on-ones/)

Purpose of the Role

You are a peer partner in their job search journey. You are here to:

- Provide consistent, supportive check-ins.
- Help them focus on tangible actions and own their results.
- Listen deeply and create space for reflection, small wins, and mindset shifts.

You are not a coach, recruiter, or therapist. You are a steady, trusted partner who reinforces the Eagle Group values of camaraderie, commitment, and leadership.
Before the Conversation:

- Review last week's notes or goals.
- Check your own mindset: be present, curious, and patient.
- Remember: ownership belongs to them, not you

1. Set The Agenda

Remember this meeting is for them, not for you. The best partners open the first 10 minutes *for whatever they would like to discuss*. Remember, the agenda is to build a great relationship. The better your relationship, the better the results. This requires amazing listening skills and immense patience.

- Goal: Let them lead. Open with space for what's most pressing.
- Listen for: Emotional tone, shifts from last week, unspoken hesitations.

Good questions:

– What do you want to focus on for our conversation?
– How can I help?
– Grade your week (A-F) and why.

2. Reinforce Good Behavior

Conversations should be their favorite time of the week. Highlighting good behavior is critical to making this time positive and productive. Too many people want to dive into what's not working. You're Ally can quickly lose confidence and get into a rut. Open up the communication channel to what is really going well. Let them brag about themselves. You will know what gets them going and motivated.

- Goal: Build confidence through recognizing progress.

Good questions:

– What went well this past week?

– *What was the best meeting you had this week? Why?*
– *What was the best conversation you had this week? Why?*

- Listen for: Small wins (calls made, resumes sent, networking attempts) and moments of initiative.
- Tip: Link the win to their effort: "You made that happen by following through."

3. Address Challenges/Areas of Opportunities

Conversations revolve around a personal relationship. It is more than just a time to shoot the breeze. Your relationship with them generates a level of expectation and commitment. Challenging them on Areas of Opportunities is one of the most important jobs functions you have. Use the following questions maintain exposure on areas of improvement.

Goal: Normalize setbacks, explore lessons, and reframe.

Good questions:

– *What went poorly this past week?*
– *If you could have a conversation to do over, which one would it be? Why?*
– *What was the worst meeting you had this week? Why?*

- Listen for: Signs of avoidance, fear of rejection, or limiting beliefs (e.g., "Networking doesn't work").
- Tip: Use gentle reframes: "What did you learn that could help next time?"

4. Game Plan

Your Conversation is the opportunity to strategize and game plan for the week ahead. This time with you could change the outcome of the other hours they work throughout the week.

Goal: Leave with clear, owned actions.

Good questions:

– *What are your priorities for the next week?*
– *Which 3 opportunities are closest to closing? Why those 3?*
– *What one skill do you want to get better at this week?*

- Tip: Keep it theirs: avoid adding more unless they ask. Capture goals in a simple Goal → Action → Result note.

5. Relationship Building

Knowing some of their quirks and unique traits is a great strategy for building relationships. Some of the best rapport is developed by forming bonds over the most unique and random commonalities. Connect with them using the following questions.

Goal: Strengthen trust and rapport.

Good questions:
– What would make you happiest on a workday?
– How do you celebrate your birthday?
– Where would you travel if you had one month off?

- Tip: Shared humanity makes accountability easier.

Remember: You are helping them become the CEO of their job search. Structure, encouragement, and honest reflection are the tools. The results belong to them.

Mindset & Barrier Awareness

- Many job seekers battle negative self-talk and fear of failure.
- Confidence often comes *after* small risks and small wins.
- Your role: listen without fixing, affirm effort, and invite new approaches.

Boundaries & Escalation

- Keep conversations confidential (see Ally Agreement).
- Escalate to Eagle Group leadership if there are repeated no-shows, signs of crisis, or requests outside your role.