



Setting the agenda and conducting a notice-giving meeting with your current employer

Your Goals:

- To conduct a positive, up-beat, professional and confident meeting with your current employer that gives him/her the opportunity to share with you in maintaining a positive future relationship; heighten your comfort level with a meeting that historically can be awkward, emotional and/or conflicting.
- To inform of your decision and course of action
- To discuss how to make the transition a positive one

Establish an agenda

- Inform your current manager of your decision and commitment to make a positive career move in a particular pre-arranged timeframe
- Discuss how to make the transition a positive one

Conducting the meeting

- Mindset: You have called the meeting, set the agenda--do not enter the office as a "supplicant" to apologize or position yourself in any way that diminishes your standing as a peer professional of your manager; conduct the meeting in a logical, un-emotional yet positive and up-beat manner. You have two items on your agenda—get to the point, do not over-elaborate nor feel that you must be over-informative. He/she may ask questions but you don't have to answer them now if it just opens the door to emotions and subjects you do not want to discuss (e.g.: counteroffers or the wisdom of your decision)—you may agree to provide an answer if you so wish, but don't have to do it right now. Stick to your agenda while maintaining a positive atmosphere.
- Conducting the agenda:
 - A. Enter your manager's office, hand him your formal letter of resignation and inform him that, "I have made a decision and commitment to make a move to a wonderful new opportunity. My last day here will be _____. I appreciate everything we've been able to accomplish together and wish you and the organization very well. Would this be a good time to discuss how to make the transition a positive one?" (Note: Make sure you have a pre-arranged start date and notice-period set in your mind. That notice period should be an economical period of time, 2-3 weeks and no more. Once you have given notice, your excitement about going to your next opportunity grows by the day, as does the potential awkwardness and "it's my past now" feeling at your current place of employment.)
 - B. Understand that now that you've informed your current manager of your decision and commitment to make your career move, his/her actions will be impacted by a desire to reclaim control of your career and the events that have taken place (of course unless he/she immediately accepts your information and wishes you good luck). You must have a firm confidence in proceeding with your agenda. You have two items on that agenda—one of which is not either counter-offer, discussion of why you are leaving, where you are going or anything other than how to make the transition a positive one.



- C. Now let's discuss and prepare for any reaction/questions/statements your current manager may have once you have informed him/her of the new course of events. You and I will role-play through each and every possible question and/or reaction your current manager may have.

NOTES: _____

Note: Be prepared. If possible, have as many of your personal items out of your office before you give notice. There is always the possibility that your current employer may ask you to leave that day without giving you the opportunity of collecting your personal things. They may want to mail them to you after you've left that day. That doesn't happen in all circumstances, of course. Hopefully this will be a positive, friendly experience. They should be supportive of your decision and wish you the best in the future, as you would do with them.