



Activity: Identify Your Relevant Business Results

Steps 6 and 7 require making appointments to meet with others. Consider making the appointments at least one week earlier than your desired meeting date. For very busy persons, you'd better make the appointment now. You'll find guidance for making those appointments in the agendas associated with Steps 6 and 7. Make sure to be prepared for those meetings. That means completing Steps 1 through 5 well ahead of time. I want you to succeed, so expect me to be direct and straight-forward with you. You're important to me.

Instructions

Take your time working through this activity. You'll gain greater insight by taking time working through these activities.

1. On page 3, create a list of possible Relevant Business Results. You'll refer to this list as you work through this activity.
2. Watch the video *Influence and Connection*.
 - a. Referencing your list on page 3, select three business results that you can influence and that are connected to the purpose of the organization as discussed in the video.
 - b. Write these selected business results in the boxes on page 4.
 - c. Take time to write notes describing how your chosen business results show the properties of Influence and Connection. These notes may be helpful as you continue this activity.
3. Watch the video *Data Access*.
 - a. Determine whether the business results you selected and wrote on page 4 are available at a reasonable frequency, as discussed in the video.
 - b. If needed, modify the business result to meet the property of Data Access. If modification will not work, don't use that business result.
 - c. Take time to write notes describing how your business results show the property of Data Access.
4. Watch the video *Trends*.
 - a. Determine whether the business results you selected and wrote on page 4 show you Trends.
 - b. If needed, modify your chosen business results to meet the property of Trends. If modification will not work, don't use that business result.
 - c. Take time to write notes describing how your business results show the property of Trends.

Before continuing, make sure you have identified at least three Relevant Business Results. It's better to have too many than too few when you go into a meeting about them. It's okay to have some Relevant Business Results you think might not be right since discussing those results will provide more feedback on how to select a good Relevant Business Result.

5. Discuss your list of Relevant Business Results with a mentor.
 - a. Use the guidance given in the document *Mentor Discussion Agenda: Employee Notes—Identify Your Relevant Business Results*.
 - b. Use the mentor discussion to prepare for your subsequent discussion with your supervisor.

6. Discuss your list of Relevant Business Results with your supervisor.
 - a. Use the guidance given in the document *Supervisor Discussion Agenda: Employee Notes—Identify Your Relevant Business Results*.
This document has been included in this example for your convenience. It begins on page 5.
 - b. Refer to your finalized list of Relevant Business Results as you work through the remainder of this program.

Under the Resources tab in the Meaningful Competence program you'll find additional webinars, blog postings, examples, and other resources that might be useful in completing this activity and in continuing your career enhancement education throughout your life.

Your Relevant Business Results: Your Initial Brainstorm

List all the business results that you believe you contribute to. They can include anything you've heard from supervisors, executives, and peers.

Business results are generally something that can be measured and shown on a chart. These results measure money (revenue and loss), materials (scrap created, products completed), services (repeat customers, customers served), customer actions (clicks to ads, customer feedback surveys) and just about anything else that can be measured.

Listing these results will prepare you to identify Relevant Business Results.



Worksheet

Your Relevant Business Results

Date

Identify your Relevant Business Results. Provide justification for the business results you have selected. Writing these justifications will help both in selecting your results and in future discussions.

Relevant Business Results

The bottom-line metrics related to the organization's core mission to which your efforts connect.

Relevant Business Result	Write Your Justification
	<input type="checkbox"/> Influence <input type="checkbox"/> Connection <input type="checkbox"/> Data Access <input type="checkbox"/> Trends
	<input type="checkbox"/> Influence <input type="checkbox"/> Connection <input type="checkbox"/> Data Access <input type="checkbox"/> Trends
	<input type="checkbox"/> Influence <input type="checkbox"/> Connection <input type="checkbox"/> Data Access <input type="checkbox"/> Trends



Meaningful Competence™

Supervisor Discussion Agenda: *Employee Notes* Identify Your Relevant Business Results

Before the Discussion

1. Make an appointment with your supervisor to discuss your Relevant Business Results.
 - a. Tell your supervisor about the Meaningful Competence program that you are going through to grow your career and your value to the organization.
 - b. Share that the first assignment to develop Meaningful Competence is to Identify Your Relevant Business Results.
 - c. Share the paper *How to Identify Your Relevant Business Results*.
 - d. Schedule 45-60 minutes for this discussion.

Sample Script for the Appointment

[Supervisor], I found a program that I believe will help me better enjoy and grow my career and help me bring more value to [your company]. This program, called Meaningful Competence, includes assignments for us to work through together. The first assignment is to identify my Relevant Business Results. Can you spare about 45 to 60 minutes to work through that assignment with me?

[I'm going to assume the answer is yes. At this point set the date and time.]

Great. I'll send you a paper to read that will describe what Relevant Business Results are and how they're used. I'm looking forward to this discussion.

2. Complete all but the last step of the activity *Identify Your Relevant Business Results*.
 - a. Note that the last step of that activity is to have this supervisor discussion.
 - b. Make sure you complete these steps, including your discussion with a mentor, before your discussion with your supervisor.
3. Review the agenda and prepare to discuss:
 - a. The definition of Relevant Business Results.
 - b. The Four Criteria.
 - c. Proposed Relevant Business Results you have created. (Two to four will be enough.)

Discussion Agenda with Notes

NOTE: It may take more than one meeting to identify and agree on the Relevant Business Results.

1. Discuss the following:
 - a. The definition of Relevant Business Results.
 - The bottom-line metrics related to the organization's core mission to which your efforts connect.
 - b. The Four Criteria.
 - i. Influence
 - Which business results do I have a noticeable influence on?
 - ii. Connection
 - Do the results I'm looking at connect with the purpose of the organization?
 - iii. Data Access
 - Is there accessible data on these results?
 - iv. Trends
 - Am I collecting results data at the frequency that allows me to see relevant trends?
2. Review the complete list of proposed Relevant Business Results.
 - a. Share your *Meaningful Competence™ Your Relevant Business Results Worksheet*.
 - b. Focus on why you chose each Relevant Business Result.

Sample Script for Presenting Your Relevant Business Results

I'd like to give you the overall view before we discuss each of these Relevant Business Results. They are [share the title of each].

The first one captures an overall view of the value I produce. The second one focuses on one aspect but provides more feedback on that aspect that I think is helpful.

3. Evaluate each proposed Relevant Business Result.
 - a. Refer to the four criteria.
 - b. Choose to keep, modify, delete, or replace each Relevant Business Result on the list.

Note

Refer to the definition of Relevant Business Result and the four criteria as frequently as you feel is needed during this discussion. You're working for agreement, and definitions help constrain discussions to bring agreement.

4. Determine how to monitor the finalized list of Relevant Business Results.
 - a. Decide how you, the employee, will get access to the results.
 - b. Agree on the frequency at which results will be provided.

Sample Script for Monitoring Your Relevant Business Results

In this program, there's an emphasis on my being personally responsible for collecting and analyzing my Relevant Business Results data. I can see that data for the first Relevant Business Result is supplied to us in network messages. I haven't identified an easy way to get data for the second Relevant Business Result. Do you have ideas how I could obtain that data and how frequently to review it?

5. Schedule your next meeting.
 - a. Estimate the time it will take for you to be ready to review the next assignment. Refer to the *Meaningful Competence Program Plan*. (You should be ready in four weeks. Adjust if you feel you need more time.)
 - b. Schedule the date and time to discuss that next assignment, Write Your Value-Added Outputs.

Most managers value employees who improve their competence without waiting to be told exactly how to do so. You'll get more attention and support to make your value visible by completing this program in three to six months.

Why do I say all this? Because of step 5. Your best move is to schedule the next meeting, your Value-Added Discussion meeting, now. Refer to the *Meaningful Competence Program Plan* to decide when to have that meeting. I recommend keeping to the 12-week schedule and having that meeting in about four weeks.

You can do it. We're here to help, and make you look good.

Sample Script for Scheduling the Next Meeting

Before we end, I'd like to schedule us to meet to work through the next assignment, writing Value-Added Outputs. This step will help us clarify what outputs I perform that bring the most value to our group. In addition, if we do this step well, I'll be able to better measure and report my value to you.

I should be ready for this discussion in about four weeks. When, during the week of [select a Monday about four weeks away] can we meet for about 45 to 60 minutes to work through this assignment?

Great. I'll send you a paper to read that will describe Value-Added Outputs and how they're used. I'm looking forward to this discussion.

Follow-up Actions

1. Send out a calendar invitation for your next meeting with your supervisor.
 - a. Include the paper *How to Make Your Value Measurable*.
2. Post your Relevant Business Results (the actual metrics) where you can see them.
 - a. Monitor progress so you can talk about these metrics with your supervisor at any time.
3. Continue the Meaningful Competence program. Start learning about and writing Value-Added Outputs.



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