

## GUIDELINES FOR DiLOG

As the name suggests, **DiLOG**, i.e. **Direct Line of Guidance & communication** facilitates a healthy conversation between managers and direct reports. It acts as a catalyst for associate's development and career.

The DiLOG form is designed towards efficiency in time, effort and output and strives to enable an effective exchange between a manager and reportee.

### Why DiLOG?

- To help associates to do their best by **identifying their strengths and areas of improvement**
- To facilitate **acknowledgement of challenges, discuss achievements and way forward**
- To support a discussion around **development of specific skills and competencies**
- To enable a thoughtful two-way discussion about **career**

### Role of Manager

- **F**act Based - DiLOG should be **informed by insights**. Base the conversation on **data** to make it more impactful
- **A**ction Oriented - Managers should **establish clear expectations**, identify **action plans** with individual accountabilities, and ensure **commitment to deliver**
- **C**onstructive - Managers should use DiLOGs to provide **coaching and support** to their direct reports
- **T**argeted - DiLOGs should focus on **most important aspects** rather than trying to cover generic feedback. Make the DiLOG about the "Associate"

**Hygiene but imperative – Spend enough time on the conversation and ensure uninterrupted conversation**

### Role of Associate

- **Keep a record** of your performance achievements, successes and challenges
- Participate in the discussion and be **open to feedback**
- **Identify key developmental areas** in conjunction with your manager
- **Seek support** as required
- Meticulously **draft your goals** for the coming period together with manager

- **Take responsibility** and actively **seek opportunities** for your own professional and career development

### Guiding Questions for DiLOG

- **Discuss Accomplishments (What went well)**
    - What tasks / accomplishments are you most proud of?
    - What are your strengths, and can you share some instances wherein you were able to demonstrate them?
  - **Discuss Areas of Development (What could have been better)**
    - What are the areas of development in your current role?
    - Going forward, what according to you can be done differently?
    - What support/resources would you require from the organization to work on the development areas?
  - **Discuss Career Aspirations**
    - What are your short-term and long-term aspirations?
    - How do you envision your career journey with IHCL?
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