# Manager Invitation to Employees to Hold a UC Experience Conversation

Greetings [INSERT NAME],

I am excited to invite you to your UC Experience Conversation! **These are 1:1 conversations between employees and managers focused on understanding and enhancing your overall UC workplace experience.** Your UC Experience Conversation will be a 1:1 informal conversation with me where we focus on your overall experience at UC Berkeley, in addition to what could strengthen your job satisfaction, inclusion, career development, work-life balance, and retention.

**Here are the key details about UC Experience Conversations:**

* We can hold the conversation during our regularly scheduled 1:1 meeting or schedule a separate time to have the conversation. If we run out of time, I’m committed to making sure we find additional time to cover the topic we would like to discuss.
* This is a two-way conversation; we will go through the questions we both chose to discuss, and then work to identify and agree to a few action items for moving forward.
* I am committed to ensuring that everyone has an opportunity to have their UC Experience Conversation. These are voluntary conversations. If you choose to participate, we may come away with actions, though we will not submit a form with details of our conversation.

**Check out the** [**UC Experience Conversations**](https://ucnet.universityofcalifornia.edu/working-at-uc/your-career/uc-experience-conversations/index.html) **web page for more information, resources, tips, and strategies to have a meaningful UC Experience Conversation.** After you review, let’s connect with questions you might have about the conversation. Happy to help!

**Next actions:**

* You should review the process [Guide to UC Experience Conversations (pdf)](https://ucnet.universityofcalifornia.edu/working-at-uc/your-career/uc-experience-conversations/guide-to-uc-experience-conversations.pdf) slide deck to determine if you wish to participate in a UC Experience Conversation by [INSERT DATE]. My deep hope is that you will agree to having the conversation with me. I’m truly excited to discuss these compelling questions with you!
* If you decide yes, you want to participate, let me know by [INSERT DATE] by replying to this message.
* By [INSERT DATE], I will share the at least three questions I would like to discuss.
* By [INSERT DATE], you will let me know the 3ish questions from this [List of Questions](https://ucnet.universityofcalifornia.edu/working-at-uc/your-career/uc-experience-conversations/questions-notes-action-planner.docx) that you would like to discuss.
* We will allot [INSERT # OF MIN – 30, 45, 60] minutes of our [INSERT DATE] 1:1 to have your UC Experience Conversation.
* After the conversation, we will revisit action items to stay accountable to the plan we agreed upon.

Sincerely,

[INSERT NAME]