



Win/Win Contract - Worksheet

The purpose of this contract is to enable manager and team member to be clear about expectations for a particular delegated task. The manager completes it before the conversation, sends it to the team member ahead of the meeting and then they discuss any questions the team member has.

Task/project name: Agreement between: [insert supervisor name] And: [team member name]	Notes	On a scale of 1-10, how clear are you [team member] on each element?	What else do you need to know to be successful?
Context, and where this fits into the business strategy and your personal goals			
Measurable outcome			
Deadline and milestones			
Potential barriers to success, and risks to be managed			



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Resources (budget, people, processes, tools, other)				
Stakeholders				
Weighting against other priorities; Reprioritization of your other responsibilities				
How will we hold you accountable for progress			Weekly or bi-weekly "Hold a Team Member Accountable" conversation	
Consequences: What are the rewards if you achieve the outcome? What are the consequences if you don't?				