mimansa
RESEARCH & ADVISORY

PLAYBOOK · KEEP THEM BEFORE THEY GO

Skip-Level Talk Guide



For senior leaders. Meet key people at risk before they resign. Listen more than you talk.

BEFORE THE TALK

- [ ] Read the person's risk signals and stay talk notes
- [ ] Know their work and one recent win
- [ ] Book 30 minutes. Meet in person if you can
- [ ] Tell their manager about the talk

	PART	WHAT TO SAY (EXAMPLE)
01	Open	"I wanted to hear from you directly. How is work going?"
02	Ask	"What do you want to be doing two years from now?"
03	Ask	"What gets in your way here?"
04	Ask	"Is there something your manager may not know?"
05	Offer	"I'd like to be your sponsor. Let's pick one growth step together."
06	Close	"I'll come back to you in two weeks with what I can do."

AVOID

- [ ] Promises you can't keep
- [ ] Talk of a counter-offer
- [ ] Blaming their manager
- [ ] Asking if they are job hunting

PERSON
e.g. e.g. Ravi K.

SPONSOR
e.g. e.g. Head of Product

GROWTH STEP
e.g. e.g. Lead the next release

FOLLOW UP BY
e.g. e.g. 20 June

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