



Quick Ref Guides

One-page QRGs

Efficient, Effective Meetings



There are plenty of **alternatives** to formal meetings. Is this ...

**One person
sharing info?**

Recorded video

**Status, report,
instructions?**

Email, shared doc

**Quick Q&A,
check-in?**

Teams, Slack



When you need to hold a meeting, set it up for success! Use your **meeting invite** to prepare attendees.

Purpose

Establish a clear purpose. Provide an agenda and supporting materials.

People

Invite the people who have a stake in the outcome.

Playbook

Determine the best method (place), date, and time for your purpose.



Conduct an **effective, productive meeting** that achieves its purpose.

Beginning

Open with the goal of the meeting and state the intended outcome.

Middle

Stick to the agenda. Be sure everyone has the chance to contribute and be heard.

End

Document decisions. Review next steps and assign action items.



Send a **follow-up message** the same day or the next day confirming the decisions made at the meeting.

Appreciation

Thank all participants for their contributions to the goal.

Recap

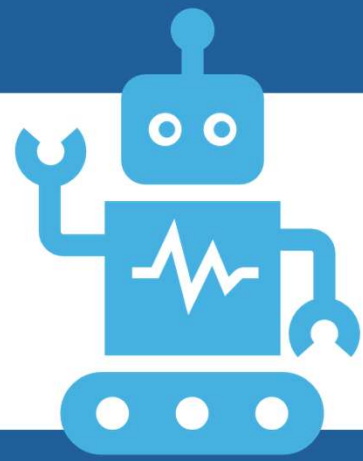
Summarize the key discussion points and the decisions reached.

Action Items

List action items, assignments, and deadlines. **TRACK THESE ITEMS UNTIL COMPLETE!**

8 GREAT AI PROMPTS

Business Writing Edition



Write a clear executive email	Act as a senior communications advisor. Draft a concise email to senior leadership explaining [issue]. Include the business impact, recommended next steps, and a professional tone.
Turn notes into a polished summary	Summarize the following meeting notes for an executive audience. Present the results as three sections: Key Decisions, Action Items, and Risks.
Improve a draft	Act as a professional editor. Rewrite the following message to be clearer, more concise, and more persuasive while maintaining a professional tone.
Rewrite for clarity and conciseness	Edit the following text to remove filler, tighten the language, and improve readability without changing the meaning.
Rewrite in plain language	Translate the following technical explanation into plain language suitable for a general audience while preserving accuracy.
Rewrite for different audiences	Rewrite the following message for three audiences: frontline employees, managers, and executives. Adjust tone, detail, and focus for each.
Generate talking points	Create talking points a leader can use to explain [topic] during a meeting. Include 5–7 concise bullets.
Turn content into a one-page cheat sheet	Condense the following information into a scannable one-page cheat sheet with headings and bullet points.

The Parts of Medicare

PART A Hospital Insurance



- Part of **Original Medicare**
- Inpatient hospital care
- Limited stays in skilled nursing facilities (SNF)
- Hospice care
- Some at-home health care
- Most Original Medicare enrollees do not pay a Part A premium

PART B Medical Insurance



- Part of **Original Medicare**
- Doctor visits
- Outpatient care
- Durable medical equipment (DME), such as wheelchairs and walkers
- Preventive services
- Under Original Medicare, Part B premium and deductibles apply

PART C Medicare Advantage



- Alternative to Original Medicare (Parts A+B)
- Offered by private insurers approved by Medicare
- Bundles hospital and medical coverage
- Some offer additional coverage like dental, vision, and fitness memberships
- Monthly premiums and out-of-pocket costs apply

PART D Prescription Drug Coverage



- Optional coverage
- Offered by private companies
- Helps to cover the cost of prescription drugs
- Tiered formularies applied to coverage
- Opt-in required to enroll
- Offered as stand-alone drug coverage only or bundled into Medicare Advantage (Part C) plans



Sun Safety 101

Keep yourself and those you care for sun-safe this summer, and all year long.

Sun Safety Matters

Sunlight contains two kinds of ultraviolet (UV) rays that affect your skin: UVA rays (think aging), and UVB rays (think sunburn). Both can pass through clouds and windows, so your skin is **always** exposed—winter, spring, summer, and fall.

Protecting yourself is important to reduce the risk of premature aging, sunburn, skin cancer, and eye damage from sun exposure.

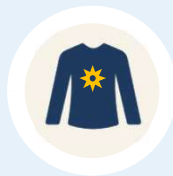
Take Cover Every Day



Sunscreen



UV blocking sunglasses



Protective clothing



Brimmed hat



Shade

Sunscreen Shopping Checklist

- ✓ SPF 30 or higher
- ✓ Broad Spectrum (UVA+UVB protection)
- ✓ Water resistant for swimming / sweating
- ✓ *Mineral* for sensitive skin or kids 6m+
- ✓ *Chemical* for lightweight feel

How to Apply Sunscreen

- 15 minutes before going outside
- Use one ounce (full shot-glass)
- Don't miss ears, neck, scalp, feet
- Reapply every two hours
- Use SPF lip balm



Extra Care

- 
- Medication interactions can increase sun sensitivity
 - In older adults, thinner skin burns more easily
 - Keep infants under 6m out of direct sunlight
 - Hyperpigmentation can worsen with sun exposure

Extra Concern

Get medical advice for:

- New or changing moles
- Severe sunburn with blisters
- Signs of heat exhaustion



Performance Solutions

Quick Reference Guide for Performance Consultants

Training

Activities that focus on the acquisition of knowledge and skills

When to use

Lack of knowledge and skills

What can be applied

- classroom training
- on-the-job training
- technology-enabled training
- job aids
- self-study

Who can help

- business area management
- SMEs
- technical writers
- programmers
- communication specialists
- instructional designers

Consultation

Activities that focus on enabling and supporting high performance

When to use

Lack of support and feedback

Lack of recognition and rewards

Lack of consequences

What can be applied

- feedback systems
- recognition programs
- reward systems
- incentive plans
- job rotation programs
- promotion systems

Who can help

- business area management
- HRBPs
- engagement specialists
- compensation specialists
- OD experts
- career development specialists

Tech/Structure

Activities that focus on physical setting, available tools, organizational structure

When to use

Lack of required equipment, tools, space

Organizational structure complicates work efforts

Unclear accountability for results

What can be applied

- ergonomic improvements
- workspace redesign
- equipment upgrade
- performance support systems
- reorganization
- information systems

Who can help

- business area management
- HRBPs
- SMEs
- IT staff
- ergonomists
- facilities management
- workflow specialists
- OD experts

Process

Activities that focus on how performers complete their work

When to use

Ineffective job and/or process design

Lack of information to enable performance

What can be applied

- job redesign
- competency modeling
- quality processes
- systems documentation
- policies/procedures
- communication cadence

Who can help

- business area management
- HRBPs
- SMEs
- IT staff
- procedure writers
- workflow specialists
- QA experts

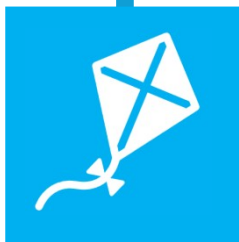
Development Conversation Roadmap

A **development conversation** is time spent with another person to explore where they might want to go in their career and how they might get there. For managers, these meetings are much more about asking questions than providing answers. Be prepared to ask two or three for each part of this **Conversation Roadmap**.



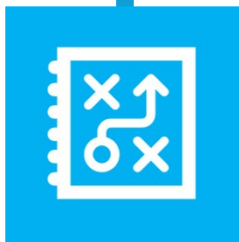
Understand skills and strengths

- What parts of this job do you find most satisfying? Why?
- What parts of this job do you find least satisfying? Why?
- What two or three skills do you want to develop to achieve more success?
- What topics or trends would you like to know more about?



Explore career aspirations

- Do you have short- and long-term career goals? What are they?
- Do any specific roles or career paths interest you?
- What knowledge and skills do you think you need to develop to pursue your career goal(s)?



Begin a development plan together

- What types of experiences, coaching, or learning do you think you need?
- What might be some realistic development goals for the next [#] months that would help you achieve your career goals?
- As your manager, how can I help?



Agree on support for success

- What specific actions can you take to support your plan and achieve your goals?
- How can we make sure that we track your progress?
- Are there any obstacles that might get in the way of making progress?