



Skip Level Meeting

Purpose:

- Skip Level Meeting provides an opportunity for employees to share the strength and area of improvement of reporting officials to higher level without disclosing the identity, and it's expected that the higher level will counsel his subordinate without revealing the identity for his repartees.

Eligible:

- To all employees

Procedure:

- The skip level meeting will be conducted once in a month, by the respective department head. The agenda will be communicated to the team members.
- It is recommended that the agenda is communicated prior because participants and recipient are prepared with the agenda.
- Employee can skip a level (Reporting boss's boss) and discuss privately and confidentially on the strength and area of improvement of given agenda.
- This facilitates the team members to clear all the doubts relating to the work and project.
- End of the meeting there is a clear picture on the requirements, procedures and the areas of anxiety will be addressed.
- Both the boss and the recipient will be benefited by sharing the knowledge and knowing the team. This facilitates strength within the department.