

INTERGENERATIONAL DISCUSSION GUIDE

Overview

Most teams consist of multiple generations, each bringing unique perspectives, needs, and expectations. To proactively bridge intergenerational differences, leaders can initiate conversations to create an inclusive and harmonious work environment that supports overall success. Use this guide to engage team members in discussions and generate ideas to foster a stronger sense of inclusion, belonging, respect, and a productive community for everyone.

Instructions

1. Use guide to initiate conversations to inquire about preferences.
2. Note responses by team members' generation.
3. Look to see where there are similarities and differences and discuss as a team to extract insights.
4. Agree on behaviors to keep, stop or start doing to strengthen team culture.
5. Consider using these discussion questions to extract insights and action steps after completing the guide:
 - a. What preferences are similar across generations? What preferences differ most across generations?
 - b. Did any responses surprise you? Which generational assumptions did our conversation confirm or challenge?
 - c. Can you provide examples of behaviors that contribute to a positive, respectful work environment? What behaviors do you consider disrespectful and should be avoided?
 - d. Are there aspects of our workplace etiquette that need improvement or clarification? What suggestions do you have?
 - e. What can each of us do to contribute to a more supportive and respectful workplace?

Keep in Mind

No one fits perfectly into generational stereotypes. The key is to foster open conversations where everyone can express their needs to feel valued and do their best work. Young and seasoned employees both have much to offer; fresh perspectives and ideas combined with experience and skills can create a productive, supportive, and cohesive workplace culture. Embrace generational diversity and make it a strength.

Preferences	Gen Z born 1997-2012	Millennial born 1981-1996	Gen X born 1965- 1980	Boomer born 1946-1964
Workplace Values				
What you value most in work; What respect looks like at work				
Work-Life Balance				
Expectations for when/where/how work gets done				
Communication Style				
Preferred communication tools; Expectations for response times				
Tech Savviness				
Preferred technology platforms; Desire to embrace new tech tools				
Expectations for Career Advancement				
Primary criteria for advancement; Definition of career success				
Workplace Formality				
Appropriate attire, communication tone, meeting structure				
Leadership and Authority				
Behaviors reflective of effective leadership and decision-making				