

10 Minute Conversation Guide

This worksheet and questions should be used to prepare for and guide your performance insight conversations

| Questions your manager will ask: | Use this space to capture your talking points before the meeting and for notes |
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| <p>What's Going Well: An accomplishment, problem you solved, goal that was met, etc.</p> | |
| <p>What Might Be Next: Is there a new skill you want to learn, a challenge where some coaching or support would help, etc?</p> | |
| Ask your manager these questions: | Use this space to capture your talking points before the meeting and for notes |
| <p>What's Going Well: What's one thing that I'm doing well and that I should continue with?</p> | |
| <p>What Might Be Next: What's one thing I could do to be even more effective in my role?</p> | |
| Your manager will ask these questions: | Use this space to capture your talking points before the meeting and for notes |
| <p>What's Working: What's one thing that I'm doing to support you that's working (so I know specifically what's helpful and should continue with).</p> | |
| <p>What Might Be Next: Going forward what's one thing I can do to work better with you or to support you even more?</p> | |

10 Minute Conversation

1. What is something positive, achieved, solved, etc. that you want to highlight?

2. What might be one area for development, coaching, learning a new skill etc.?

STEP 1
Manager Asks

1. What's one thing I'm doing well that I should continue with?

2. What's one thing I could do to be even more effective?

STEP 2
Employee Asks

What's one thing I'm doing to support you that's working?

What's one way I could work better with you?

STEP 3
Manager Asks