

10-Minute Questions Conversation Worksheet

Use this worksheet to take notes before and during your conversation. Start with the 10-Minute Questions below, then talk about any follow-up items from your last and today's meeting, check-in on work priorities, and cover any other topics (tasks, projects, etc.). Try these basic questions to start (check the back of this worksheet for more ideas).

Manager Asks:

1. What's one thing you want to highlight from this month that you accomplished [or one thing that has gone well]?
2. What's one skill you'd like to work on, or one thing you'd like to get better at, learn about, or be involved in?

or

and/or another question you have:

your notes

Employee Asks:

1. What's one thing I'm doing well that I should continue?
2. What's the one thing I *could do* to make even more progress in my role (or what's the next thing for me to focus on)?

or

and/or another question you have:

your notes

Manager Asks:

1. What's one thing I'm doing to support you that's working well?
2. What's one way I could work better with you (or what's one thing I could do to support you more)?

or

and/or another question you have:

your notes

your progress from the last check-in:

plan for following up on items from this meeting:

Date: _____

Questions That Spark Conversation

Try the three basic sets of questions to start, and then add others for more variety, depth, and relevance to your conversations. Here are some ideas to get you started:

Questions for the Manager to Ask:

1. __What project or task do you wish you could spend more time on?
2. __As you think about your growth and development, what on-the-job experience would be most helpful?
3. __What do you wish you knew more about that would be helpful in your role?
4. __What's one thing you'd like to be involved in?
5. __What's something you're proud of accomplishing?
6. __What new skill would you like to learn?
7. __What one skill would you like to master [or apply more often]?
8. __What's one thing you need to do or learn to help you grow?
9. __What's one thing you think the team hasn't accomplished that you can help with?
10. __What's one thing I can do to better link you into the work/projects at critical times?

Your ideas for questions:

Questions for the Employee to Ask:

1. __What's one thing I'm doing that adds value?
2. __What's one thing I could do to contribute even more?
3. __What strength could I leverage more?
4. __What's one way I could support you more?
5. __What's one way I could support the team more?
6. __What's one way I could work more effectively with others (clients, colleagues, direct reports, etc.)?
7. __What's one thing I could become more knowledgeable about?
8. __What is one area in which I can increase or re-focus my attention?
9. __What's the one thing I should prioritize?
10. __What's one thing I can do to make ____ (task) easier for you?
11. __What's one way I could improve my communication with you?
12. __What's one thing I can do to grow in my position?
13. __What's one thing I'm doing that you see as beneficial to facilitating collaboration?

Your ideas for questions:

Questions for the Manager to Ask:

1. __What's one thing you need from me to help you grow and develop?
2. __What's one thing I could do to support you more?
3. __What's one thing you'd like me to do less of?
4. __What's one thing I could do to help you with something you're struggling with?
5. __What's one thing I can do to communicate better with you?
6. __What's one thing I could do to be a better leader?
7. __What's one thing I can do to keep you better informed on ____ (project, process, etc.)
8. __What's one thing I can do to provide you with better information?
9. __Which task/aspect of your job could I provide more support with?
10. __What's one thing you rely on me for?
11. __What's one way I've supported you that's been the most helpful?

Your ideas for questions:

Asking Clarifying Questions

Sometimes the most powerful question is a simple follow-up to probe for greater understanding:

- "Tell me more about what you're thinking."
- "Can you say more about that?"
- "What else would be helpful for me to know?"
- "Can you be more specific about an action I should take?"

If you're not sure what the speaker means, ask a clarifying question such as:

- "Can you be more specific?"
- "Can you tell me more about what you're thinking?"

Paraphrase what you think you heard,
"So, is what you're saying is that ____? "Did I get that right?"