



## **Conversation Guide**

### **Q11: In the last six months, someone at work has talked to me about my progress**

#### **ASK YOURSELF**

- How do I show members of the group the growth and development they have made?
- How do I lead a conversation about progress? Do I focus on what each member is doing well or do I tend to focus only on weakness?
- Am I helping my group understand its progress? How do I do this?

#### **ASK YOUR GROUP MEMBERS**

- What have been our greatest accomplishments as a group this past year? What have been your greatest accomplishments this past year?
- How do you think we are doing as a group? Where do we excel? Where do we need some help?
- How do we determine if we are successful?
- Tell me about your past three months here. How about the past six months or year? Where have you been, where are you now, where do you want to go?
- What do you appreciate about how I give you feedback? What could I do differently?
- Are there things that help you accomplish your work? What distracts you from accomplishing tasks?

#### **SOME BEST PRACTICES**

- Clarify what each member of the group needs to accomplish related to tasks and priorities.
- Spend time with each member of your group to learn their goals, and help them reach these goals.
- Provide honest, direct feedback. When someone does great work, praise them. When someone could have done work better, provide constructive feedback.
- Don't be afraid to let your group members try something new. If they make a mistake, coach them through what to do next.