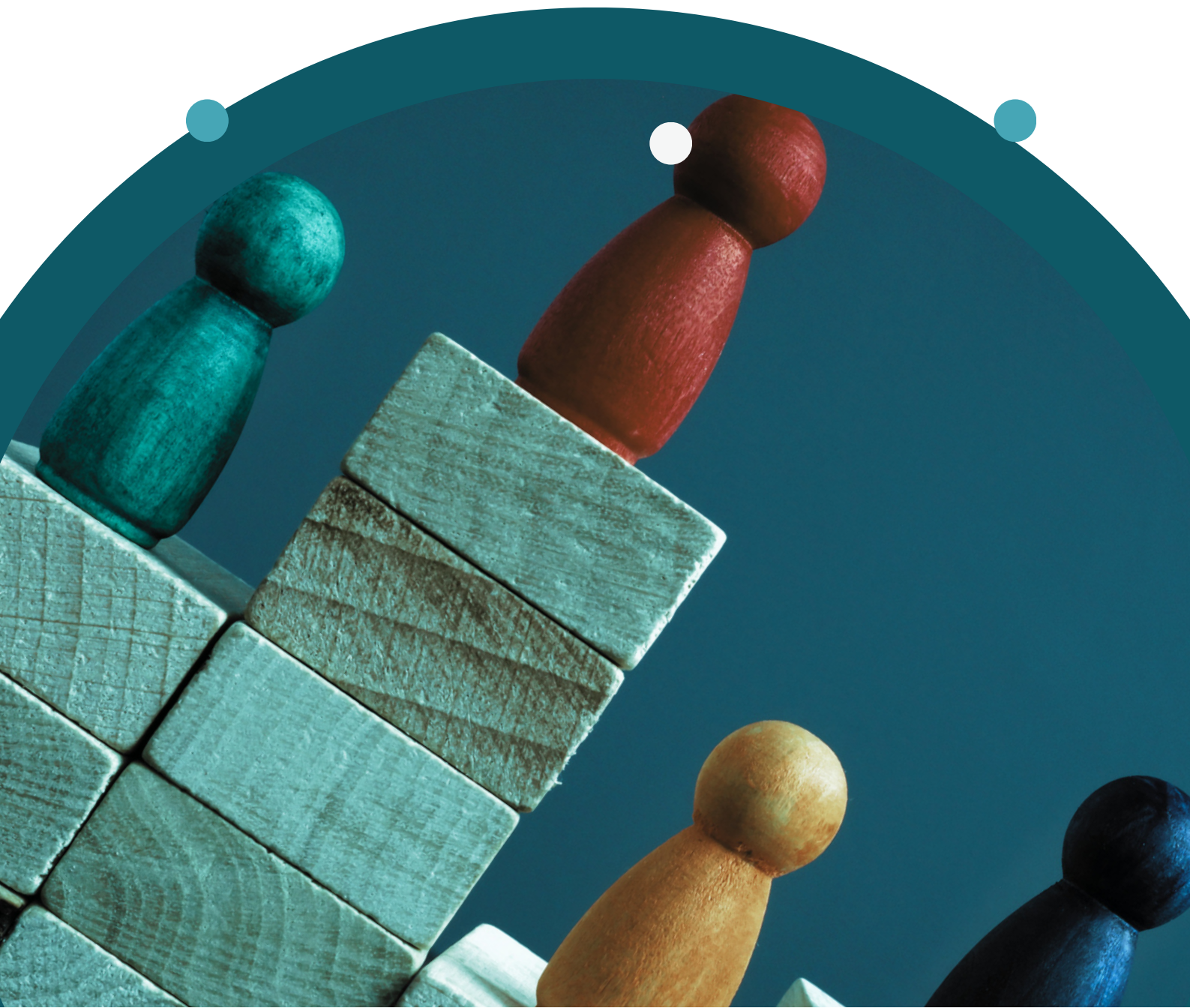


ASKING GREAT QUESTIONS

ELLA BATES - SKILLS TRAINER



Opportunity for feedback

Every day is an opportunity to give feedback!

It is important for managers to ask great questions during coaching conversations for several reasons:

1. **It helps to clarify expectations:** By asking targeted questions, managers can gain a deeper understanding of their employees' goals, motivations, and areas of strength and weakness. This helps to ensure that expectations are clear and realistic, and that employees understand what is expected of them.
2. **It promotes engagement and accountability:** When managers ask thoughtful questions during performance reviews, it shows that they are invested in their employees' success and that they care about their development. This can help to foster a sense of engagement and accountability among employees, who are more likely to take ownership of their performance and work to improve it.
3. **It enables personalized feedback and development:** By asking questions that are tailored to each employee's unique strengths and weaknesses, managers can provide more personalized feedback and development opportunities. This helps employees to feel more valued and supported, and can ultimately lead to better performance and job satisfaction.

This guide has areas of excellence often discussed in performance reviews with some great questions you can ask.

Remember: Proper Prior Planning, Prevents Poor Performance. Have a GREAT conversation!

You've got this!

Ella



Goal Setting



1. What are some of the accomplishments that you are most proud of from the past year?
2. What are some areas where you feel like you could have done better?
3. What goals did you set for yourself at the beginning of the year, and how well did you achieve them?
4. What do you think are your greatest strengths, and how can you leverage them to achieve even better results?
5. What are some areas where you feel like you need more support or resources in order to succeed?
6. What feedback have you received from colleagues or customers over the past year, and how have you incorporated that feedback into your work?
7. What new skills or knowledge have you acquired over the past year, and how have you applied them to your work?
8. What are some areas where you would like to continue to develop and grow?
9. What are some of the biggest challenges you faced this year, and how did you overcome them?
10. What are some of the biggest successes you had this year, and how did you achieve them?
11. What are some of the key lessons you learned this year, and how will you apply them moving forward?
12. What are some areas where you feel like you have exceeded expectations, and how can you continue to build on that success?
13. What are some areas where you feel like you have not met expectations, and what steps will you take to improve?

Communication



1. How do you feel about your ability to communicate effectively with others in the workplace?
2. Do you feel confident in your ability to express your ideas and opinions to others?
3. What are some of the biggest communication challenges you have faced in your role?
4. Do you feel like you receive enough feedback on your communication skills from your colleagues and managers?
5. How do you feel about your listening skills and your ability to understand others?
6. Have you received any feedback about your communication skills recently? If so, what was the feedback?
7. How do you feel about your ability to communicate with people from different backgrounds and cultures?
8. Have you ever had a miscommunication or misunderstanding with a colleague or customer? If so, how did you handle the situation?
9. Do you feel like you have the right tools and resources to communicate effectively in your role?
10. How do you typically approach communication in difficult or sensitive situations?
11. Are there any specific areas of communication that you would like to improve upon?
12. Have you ever taken any training or courses to improve your communication skills?
13. How do you feel about your ability to communicate through written channels such as email or reports?

Accountability



1. How do you hold yourself accountable for your actions and decisions in the workplace?
2. What are some examples of situations where you have taken responsibility for a mistake or failure?
3. Do you feel like you are accountable to your colleagues and managers? If so, how?
4. Are there any specific areas where you feel like you struggle with being accountable?
5. How do you ensure that you are meeting deadlines and fulfilling your commitments?
6. What steps do you take to follow through on your promises to others?
7. Have you ever had to hold a colleague or team member accountable for their actions? If so, how did you handle the situation?
8. Are there any specific goals or objectives that you feel like you need to be more accountable for?
9. Have you ever experienced a situation where you felt like someone else was not being accountable, and how did you handle it?
10. How do you handle situations where you may not be able to fulfill a commitment or deliverable as promised?
11. Are there any systems or processes in place that you feel hinder your ability to be accountable? If so, how can we improve them?
12. Are there any specific habits or behaviors that you feel help you stay accountable and on track?
13. How can we as a team or organization better support each other in being accountable for our work and outcomes?

Continuous Learning



1. How do you approach learning in your role?
2. How do you ensure that you are staying up-to-date with the latest trends and best practices in your field?
3. Are there any specific skills or knowledge areas that you feel like you need to improve upon in order to be more effective in your role?
4. How do you typically seek out new learning opportunities or experiences?
5. Have you taken any courses or training programs recently to develop new skills or knowledge?
6. Are there any specific challenges or obstacles that you have faced in your learning and development journey?
7. How do you ensure that you are applying what you have learned to your work?
8. Are there any areas where you feel like you are particularly skilled or knowledgeable?
9. How can you leverage your existing skills and knowledge to continue learning and growing in your role?
10. How do you handle situations where you are unsure of how to perform a task or solve a problem?
11. What steps do you take to seek out feedback on your work and to learn from others?
12. Are there any mentors or coaches that you have worked with in the past, and what have you learned from them?
13. Are there any specific goals or objectives that you have set for your learning and development in the coming year?
14. How can we as a team or organization better support your learning and growth?

Relationships



1. How would you describe your relationship with your colleagues?
2. Are there any specific challenges or conflicts that you have faced when working with others?
3. How do you handle situations where you have differing opinions or perspectives with a colleague or team member?
4. How do you build trust and rapport with others in the workplace?
5. Are there any specific communication or interpersonal skills that you feel like you could improve upon?
6. How do you ensure that you are working effectively with people from different backgrounds and cultures?
7. Are there any specific strategies or techniques that you use to collaborate with others?
8. How do you handle situations where a colleague is underperforming or not meeting expectations?
9. What steps do you take to ensure that you are actively listening to others and taking their perspectives into account?
10. Are there any specific situations where you feel like you have demonstrated strong teamwork or collaboration skills?
11. How do you handle situations where you feel like you are not being heard or valued by your colleagues?
12. Have you ever had to give constructive feedback to a colleague or team member? If so, how did you handle the situation?
13. Are there any specific goals or objectives that you have set for improving your ability to work effectively with others?
14. How do you ensure that you are balancing your own needs and priorities with those of your team or organization?
15. How can we as a team or organization better support collaboration and teamwork among our colleagues?

Problem Solving



1. How do you typically approach solving problems in your role?
2. Are there any specific strategies or techniques that you use when faced with a difficult problem?
3. Are there any specific tools or resources that you rely on when trying to solve a problem?
4. How do you determine the root cause of a problem, and what steps do you take to address it?
5. Are there any specific areas where you feel like you could improve your problem-solving skills?
6. Have you ever faced a particularly challenging problem that required creative or innovative thinking? If so, how did you approach it?
7. How do you ensure that you are considering all of the available options and potential solutions when trying to solve a problem?
8. Have you ever worked collaboratively with others to solve a problem? If so, how did you approach the situation?
9. How do you handle situations where you are uncertain about the best course of action?
10. What steps do you take to ensure that you are making data-driven decisions when solving problems?
11. Are there any specific examples where you have been able to identify a problem before it became a major issue?
12. How do you handle situations where a problem persists despite your efforts to address it?
13. Are there any specific areas where you feel like you have demonstrated strong problem-solving skills?
14. How can we as a team or organization better support the development of problem-solving skills among our colleagues?
15. What specific goals or objectives have you set for improving your problem-solving skills in the coming year?

Career Goals



1. What are your long-term career goals, and how do they align with the goals of the organization?
2. Are there any specific roles or positions that you aspire to within the organization?
3. Have you discussed your career goals with your manager or mentor? If not, why?
4. What steps have you taken to work towards achieving your career goals?
5. Are there any specific skills or experiences that you feel like you need to develop in order to achieve your career goals?
6. Are there any potential roadblocks or challenges that you anticipate encountering as you work towards your career goals?
7. How do you stay informed about potential opportunities for career advancement within the organization?
8. Are there any potential areas of the organization that you are interested in exploring for future career opportunities?
9. How do you ensure that you are continuing to learn and develop new skills that will be valuable in achieving your career goals?
10. Are there any potential mentors or coaches within the organization that you could benefit from working with?
11. Are there any specific projects or initiatives that you would like to be involved in as a way of gaining valuable experience and developing your skills?
12. How do you balance your current responsibilities with your career goals and aspirations?
13. Are there any potential networking opportunities within the organization or industry that you could benefit from pursuing?

About

Ella Bates

We focus on giving the best learning experiences to create better results and happiness at work. I hope you find this workbook helpful! Lets stay connected!



Ella Bates is your Skills Trainer, specializing in high-impact Soft Skills Training designed to create a GREAT work day and the BEST results. Ella is a fire-walker, mom of 2, growth obsessive, energetic facilitator spanning nearly 2 decades. Delivering sessions from Aircraft Hangers and Cruise Ships (it's a great story!) and in High Schools and Colleges. You are promised an energetic and dynamic experience.

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