# CONVERSATION STARTERS

## CLEAR EXPECTATIONS

### LOVE & LOATHE
- In the last month, what activities did you love?
- In the last month, what activities did you loathe?
- Are there any new activities that would increase the amount of time you spend doing the things you love?
- Are there any activities you would change or adjust to allow more time in areas you love?

### WHAT NOW?
- What do you want or need to accomplish, and by when?
- How will you know when the goal has been achieved?
- What skills are required to accomplish this goal?

### HOW TO “ROCK IT”
- What does success look like and how is it measured?
- Who has input into the evaluation of your success?
- What does it look like to meet goals vs “hitting it out of the park?”
- What will help you Rock it?

### PLUGGING INTO THE BIG PICTURE
- How do your goals impact the business?
- Who do you share common goals with?
- Which team goals or business goals do you think tie most closely to what you are doing?
- Is there anything you would change to better align to business goals?
- What can we do to improve communication?

### STEPPING IT UP
- How would you describe your current performance compared to expectations?
- What has led to this current level of performance?
- What impact does your performance have on the team or department?
- What changes need to happen and how will you commit to them?

## ONGOING FEEDBACK

### CHECK IN
- What priorities are you focusing on now?
- What were your recent successes or challenges?
- What’s working well & what challenges are you facing while working remotely?
- What do you like best/least about working remotely?
- Do you feel connected to the team?

### MANAGING OBSTACLES
- What is getting in the way of project success or meeting your goals?
- Who can help manage this barrier, and how?
- What is the impact if the barrier isn’t improved?
- What are the next steps?

### HOW’D I DO?
- What did you accomplish and how did that compare to goals?
- How did you achieve your accomplishments?
- What skills and competencies were most helpful?
- What are your successes and lessons learned? How can you apply them?

### GETTING FEEDBACK
- What do others view as your key strengths and key opportunities?
- How do others describe the experience of working with you?
- How does that description fit what you want others to experience when working with you?
- What can you do to close any disconnect or gap between those two?

### STRENGTHS & OPPORTUNITIES
- What are the strengths that make you successful in your job?
- How can you use your strengths in your current role?
- What skills or competencies need development for you to be successful?
- What can you do to address any development needs?
## CONVERSATION STARTERS

### DEVELOPMENT

<table>
<thead>
<tr>
<th>COMPETENCY CHECK</th>
<th>PERSONAL BRAND</th>
<th>NETWORKING</th>
<th>CAREER PLANNING</th>
<th>EXPLORING SKILLS &amp; INTERESTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>• How do you show strength in the competencies outlined for your role?</td>
<td>• How do you want others to describe the experience they have when working with you?</td>
<td>• What do you want networking to do for you? Is there a specific area you're interested in?</td>
<td>• What are your career interests or goals?</td>
<td>• What other roles are you interested in?</td>
</tr>
<tr>
<td>• How often do you demonstrate these competencies?</td>
<td>• What are the areas of expertise you want to be known for?</td>
<td>• Who are you currently networking with?</td>
<td>• How does that relate to what you're doing now?</td>
<td>• What skills and knowledge do you currently have that can apply to another role?</td>
</tr>
<tr>
<td>• What can you do to build on these strengths?</td>
<td>• What are your current behaviors that align with your aspirations?</td>
<td>• In what areas would you like to make new connections? How will this help you be more successful in your current role?</td>
<td>• What additional experiences do you need to prepare you to continue on this path?</td>
<td>• How will those roles expand your knowledge or skills?</td>
</tr>
<tr>
<td>• What competencies do you need to improve on, and how?</td>
<td>• What do you need to do differently in order to better shape that desired brand?</td>
<td>• What can you do to find those new connections?</td>
<td>• What’s a realistic timeframe for your goals?</td>
<td>• What do you want to know about the other job?</td>
</tr>
</tbody>
</table>