

Questions (Manager/Supervisor/Leader)

Leader Tip - Provide structure

- Clear communication – do people know what you expect from them, their work, etc.
- Accompany staff to help them reach their goals
- Ask the right questions, listen, and be responsive/accountable to the needs and requests of staff. This builds rapport, trust, resilience – leading to positive workplace cultures.

Managers to ask themselves:

- Who haven't I heard from?
- How well do I know my team members? How well do they know each other?
- Have I made a difference to each team member this week?
- Have I expressed gratitude to every person on my team?
- Is anyone a flight risk?
- Who is over performing/underperforming?
- Does my team know what success looks like for their role?
- Does my vision for the team member's trajectory line up with their vision for their career trajectory?
- In the last 6 months, has each team member grown in noticeable ways?
- If I could wave a magic wand and have a new candidate replace this position, would I want to do it?
- Does my team know what their superpowers are?
- What are the challenges ahead of our team?
- Does the team know the strategy, not just the tactics?
- Is anyone on the team cranking out work without context?
- What more can I say NO to so I am more available/present for my team?
- Could my team function without me?
What's one thing on my plate I can delegate to my team?
- When was the last time I asked for feedback from my team?
- How many times did I ask questions versus give answers this week?
- Am I operating from a place of security or panic?
- Am I hearing the groups problems?

General questions for staff:

- What's the most meaningful aspect of your job?
- How are you feeling about things?
- What do you hope to achieve in your career?
- What are your interests or hobbies?
- What inspires you?
- What are your aspirations?

- How do you navigate conflict?
- What motivates you to come to work?

Questions for New Hires:

- What's the best way to communicate with you (e.g. email, meetings, call, etc)
- What's your working style? (could be part of 16personailities or strength finders)
- What management style works best for you? What do you need from your manager to be successful?
- How do you learn new skills the best?
- What worked well with your previous manager?
- What could your previous manager have done differently?
- How do you like to receive feedback?
- How do you like to receive recognition?

Questions that are helpful in supervision:

- How can workflow/processes be improved?
- What roadblocks/barriers are you facing?
- What can I do to help?
- What was your biggest win this week, day, month, year?
- How can we support your skills?

Questions during a Performance Review:

- What can we celebrate?
- Which areas need work?
- What do you need from me?
- What's missing? (what do you need to be successful)
- How are you growing?
- Does the team have your back?

Questions for Leader feedback:

- Am I doing a good job supporting you?
- Which areas can I improve?

Questions you want your staff to be asking themselves:

- What have I been hesitant to share, create, or act on?
- What does the person on the other end need to know?
- How can I drive conversations across teams?

Questions for Wellbeing:

- What energized me today?
- Am I being kind to myself?
- What can I learn from this?
- Was I busy or productive today?

- What do I want to practice: