

CHECKLIST

QUESTIONS TO ASK EMPLOYEES

USE THESE INFORMAL "CHECK-IN" QUESTIONS TO MAKE YOURSELF MORE ACCESSIBLE TO THE TEAM:

- WHAT ARE YOU PROUD OF THAT YOU ACCOMPLISHED IN THE LAST WEEK?
- WHERE ARE YOU STUCK?
- WHAT CAN I DO TO HELP?
- WHAT ARE YOUR GOALS FOR THE COMING WEEK, MONTH, QUARTER, ETC.?

USE THESE BASIC PROMPTS TO HELP PROMOTE SELF-DIRECTEDNESS WITH PROBLEM-SOLVING:

- WHAT HAVE YOU DONE TO ADDRESS YOUR PROBLEM OR CONCERN?
- WHAT BARRIERS OR OBSTACLES REMAIN IN YOUR WAY?
- WHAT ACTION STEPS CAN YOU TAKE TO ACCOMPLISH YOUR GOAL?
- AFTERWARDS... DID YOU MEET ALL YOUR GOALS?