



## Ongoing Coaching and Feedback Conversations

There are many formal and informal opportunities to have conversations about performance, development, and matters related to employee engagement. Holding these conversations regularly supports organizational and employee success. Below are sample questions for employees and managers to discuss regularly.

### Sample Questions: Growth in Current Role

- What's working well?
- What's been challenging?
- What are you most proud of?
- What would you like more of?
- What do you wish you had more time for?
- What do you want to learn more about?
- How can MIT best leverage your knowledge, skills, and strengths?
- What skills do you want to develop to be exceptional in your current role?
- What's one thing you could do to play to your strengths even more?
- What should you stop/start/continue doing?
- What changes are needed and how can we make them happen?
- What else do you need to help you get there?
- What feedback do you get that is most helpful to you?

### Sample Questions: Advancement Towards Future Opportunities

- What are our top 3 to 5 priorities and what do we need in order to achieve them?
- What would you like to get further experience doing?
- What areas of expertise would you like to develop even more?
- What behaviors could you exhibit to help you grow in your career?
- What other teams, functions, or areas of expertise are you interested in?
- What work do you see yourself doing in the near term? Long term?
- Where do you want your career to go from here?
- What extra skills, knowledge or experience do you need to get there?
- How do you propose getting there, and what's the timeline?
- How can I best support you in achieving your goals?

### Sample Questions: Enhancement of Employee Engagement

- What keeps you here?
- What do you most like doing?
- What do you least like doing?
- What contributes the most to your job satisfaction?
- How do you like to be recognized?
- How might I contribute to an environment where you love coming to work everyday?
- What's one thing I could do to help you feel more connected to the team?
- What's one thing I can do to help you feel heard/welcome/valued/included?
- What's one thing I'm doing well that I should continue?
- What's one thing I could do to support you in doing your best work?