

Professional Development Starter Questions for Career Conversations.

The questions you ask your direct report should be centred on the goals for the relationship and include any relevant topics. Some illustrative questions to ask your direct report are listed below. These questions should provide a good start in beginning conversations with your direct report:

Professional Development

- What successes do you feel you've had recently in your job? Why were they a success?
- What important issues have you been addressing?
- In what ways do you feel you motivate others on your team?
- Do you have a strategy for influencing others?
- Have you had a recent circumstance at work that required you to manage conflict? How did you handle it?
- Which relationships are particularly difficult for you at work?
- Where and how could you improve the effectiveness of your team?
- What tough decisions have you had to make in your job recently?
- What changes have taken place in your work area recently? What opportunities or challenges do you feel they create for you?
- What decisions are easiest for you to make and which ones are the most difficult? Why?
- In what ways are you soliciting feedback about your performance?

Career Guidance

- What prompted you to take your current job?
- What areas of your career would you like to develop?
- What do you see as the next logical step for your career? What doubts do you have that you may be able to reach the next step?
- What is your long term vision for your career?
- What are your educational goals?

Personal Development

- What are your current strengths and developmental areas?
- What steps would you like to take to improve in these areas?
- What individuals/books/events have most impacted who you are?
- Do you feel that your work life balance is effective?
- What are you passionate about?

Source: Corporate Leadership Council