### CONVERSATION STARTERS

#### CLEAR EXPECTATIONS

<table>
<thead>
<tr>
<th>LOVE &amp; LOATHE</th>
<th>WHAT NOW?</th>
<th>HOW TO “ROCK IT”</th>
<th>PLUGGING INTO THE BIG PICTURE</th>
<th>STEPPING IT UP</th>
</tr>
</thead>
<tbody>
<tr>
<td>• In the last month, what activities did you love?</td>
<td>• What do you want or need to accomplish, and by when?</td>
<td>• What does success look like and how is it measured?</td>
<td>• How do your goals impact the business?</td>
<td>• How would you describe your current performance compared to expectations?</td>
</tr>
<tr>
<td>• In the last month, what activities did you loathe?</td>
<td>• How will you know when the goal has been achieved?</td>
<td>• Who has input into the evaluation of your success?</td>
<td>• Who do you share common goals with?</td>
<td>• What has led to this current level of performance?</td>
</tr>
<tr>
<td>• Are there any new activities that would increase the amount of time you spend doing the things you love?</td>
<td>• What skills are required to accomplish this goal?</td>
<td>• What does it look like to meet goals vs “hitting it out of the park?”</td>
<td>• Which team goals or business goals do you think tie most closely to what you are doing?</td>
<td>• What impact does your performance have on the team or department?</td>
</tr>
<tr>
<td>• Are there any activities you would change or adjust to allow more time in areas you love?</td>
<td></td>
<td>• What will help you Rock it?</td>
<td>• Is there anything you would change to better align to business goals?</td>
<td>• What changes need to happen and how will you commit to them?</td>
</tr>
</tbody>
</table>

#### ONGOING FEEDBACK

<table>
<thead>
<tr>
<th>CHECK IN</th>
<th>MANAGING OBSTACLES</th>
<th>HOW’D I DO?</th>
<th>GETTING FEEDBACK</th>
<th>STRENGTHS &amp; OPPORTUNITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>• What priorities are you focusing on now?</td>
<td>• What is getting in the way of project success or meeting your goals?</td>
<td>• What did you accomplish and how did that compare to goals?</td>
<td>• What do others view as your key strengths and key opportunities?</td>
<td>• What are the strengths that make you successful in your job?</td>
</tr>
<tr>
<td>• What have you achieved?</td>
<td>• Who can help manage this barrier, and how?</td>
<td>• How did you achieve your accomplishments? What skills and competencies were most helpful?</td>
<td>• How do others describe the experience of working with you?</td>
<td>• How can you use your strengths in your current role?</td>
</tr>
<tr>
<td>• What were your recent successes or challenges?</td>
<td>• What is the impact if the barrier isn’t improved?</td>
<td>• What are your successes and lessons learned? How can you apply them</td>
<td>• How does that description fit what you want others to experience when working with you?</td>
<td>• What skills or competencies need development for you to be successful?</td>
</tr>
<tr>
<td></td>
<td>• What are the next steps?</td>
<td></td>
<td>• What can you do to close any disconnect or gap between those two?</td>
<td>• What can you do to address any development needs?</td>
</tr>
</tbody>
</table>
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### DEVELOPMENT

#### COMPETENCY CHECK
- How do you show strength in the competencies outlined for your role?
- How often do you demonstrate these competencies?
- What can you do to build on these strengths?
- What competencies do you need to improve on, and how?

#### PERSONAL BRAND
- How do you want others to describe the experience they have when working with you?
- What are the areas of expertise you want to be known for?
- What are your current behaviors that align with your aspirations?
- What do you need to do differently in order to better shape that desired brand?

#### NETWORKING
- What do you want networking to do for you? Is there a specific area you're interested in?
- Who are you currently networking with?
- In what areas would you like to make new connections? Will this help you be more successful in your current role?
- What can you do to find those new connections?

#### CAREER PLANNING
- What are your career interests or goals?
- How does that relate to what you're doing now?
- What additional experiences do you need to prepare you to continue on this path?
- What’s a realistic timeframe for your goals?

#### EXPLORING SKILLS & INTERESTS
- What other roles are you interested in?
- What skills and knowledge do you currently have that can apply to another role?
- How will those roles expand your knowledge or skills?
- What do you want to know about the other job?