



## Engaging Conversation Starters

### Q12. This last year, I have had opportunities at work to learn and grow.

The most effective managers continuously discuss progress and opportunities for growth and development with employees.

#### Quick Connect Conversation

A Quick Connect is a one- to 10-minute conversation to stay connected with employees and their short-term work.

Questions to Ask	Sharpen Your Approach
<ul style="list-style-type: none"> <li>What are you looking forward to in your job this year?</li> <li>How is your current project going?</li> <li>Are there times when you feel conflicted or confused about your priorities?</li> </ul>	Focus on what your team members are currently working on, what is going well with those projects and what is getting in the way of success.

#### Team Check-In Conversation

A team Check-In is a 10- to 30-minute conversation to discuss team successes and current needs while still keeping a focus on the team's future work.

Questions to Ask	Sharpen Your Approach
<ul style="list-style-type: none"> <li>In what situations in the past six months have you felt that you were learning new things?</li> <li>How can we build a team environment that encourages learning?</li> <li>What types of learning opportunities are you interested in?</li> </ul>	Listen for opportunities that broaden team members' experiences, giving them opportunities to learn and grow.

#### Individual Developmental Conversation

Developmental conversations are typically 10 to 30 minutes. They help assess and identify employees' engagement needs.

Questions to Ask	Sharpen Your Approach
<ul style="list-style-type: none"> <li>What are you looking forward to in your job this year?</li> <li>In what areas have you developed the most this past year?</li> <li>Are there opportunities you want to pursue to help you learn and grow?</li> <li>Is there a particular skill or competency you want to learn that would help you do your job better?</li> </ul>	<p>Consider ways you can encourage this employee to learn, grow and take on new challenges in their role.</p> <p>Listen for how this employee has strengthened their capabilities. In what ways could you continue to build on these new or developing capabilities?</p>