

# Good conversation starters!

We recognise that sometimes, it can be difficult to know how to start conversations about performance and development. Below are some good opening questions that will help keep the appraisal conversations focussed and valuable.

## My Development and Career Aspirations

### What development might you need this year to help you achieve your outcomes?

- What could you do to gain this learning or new skill?
- What can I do to support you?

### In terms of your career aspirations, what is your current thinking?

- What do you think you will need in terms of skills, experience and behaviours to be in a position to get to that place?
- How are you going to gain those things?
- What can I do to support you in that?
- If you do not have any particular desire for promotion or growth, what new skills or experiences would you like to develop to make you even more effective in your current role?

## My Outcomes and Key Activities

### What specific outcomes do you think are expected of you in this coming year?

- Which of these do you think will be the most energising / challenging?
- What barriers might there be to success?
- Where will you get support from?
- Which behaviours will contribute most to a successful outcome?
- What can I do to support you in this?

## Our Review



## Our Review

### What are you most proud of achieving in the last year?

- Which of your specific actions and behaviours had the most impact on the success of that piece of work?

### You mention that xxxxx hasn't gone so well this year:-

- What stopped you being able to make this more successful?
- How might you approach a similar challenge in the future?

### What strengths and skills do you have that you are using the most / not using often enough in your work? Why is that?

## My Performance

### Lets focus on behaviours:-

- Which of these do you feel you demonstrate most fully? Can you provide me with examples of how and where you have demonstrated these behaviours to drive forward your work?
- Which two do you think you have the most difficulty with?
- What impact do you think this has on your work and on others you work with?

### Thinking about the outcomes and key activities we set last year:-

- On a scale of 1-10, how successful would you say you have been in achieving these? (with 1 being 'I have achieved nothing' and 10 being 'I have achieved everything expected of me and more'). What makes you choose that number?
- What impact does that have on your ability to meet the requirements of your role?
- What could you do to maintain / strengthen / improve your performance to ensure you deliver what you need to achieve going forward?

### How does the way you manage your work impact on your success?

- What could you/I do differently to make a positive difference to your life at work?
- How could you/I behave differently to improve your work life?

