

The 10-Minute Questions Conversation



Ask questions that lead to insight about your positive contributions and impact, development/career interests, and near-term priorities

The 10-Minute Questions Conversation Questions and Worksheet will help you and your manager to:

- *Prepare for a productive two-way conversation
- *Decide which questions to ask
- *Organize ideas and make note of key information
- *Decide together on action items

Time Commitment

Before your conversation, plan for about 5-10 minutes of prep work. Asking and answering the questions with your manager should take no more than 10-minutes.

How to keep the conversation about 10 minutes

If you stay focused on asking and answering the questions, the conversation should take about 10-minutes.

Tasks/Projects

The 10-Minute Questions Conversation is not intended to be a list of your tasks and projects. You can build in more time to talk about tasks, status or projects, goals, and other work priorities (or hold this meeting at another time).

Time Frame Now and the Future

This conversation focuses on what is working now and plans for moving ahead (versus a review of the past).

Should I “save up” information for this conversation?

No, this conversation should not replace on-the-spot and timely feedback. If something is important enough to talk about, then discuss it at the time.

INSTRUCTIONS

Step 1: SELECT YOUR QUESTIONS

10-Minute Questions Conversation Questions List

Use the questions list to select and share the questions you want to ask.

Step 2: TAKE NOTES

10-Minute Questions Conversation Worksheet

Use the “notes” section on the worksheet to prepare for and take notes before, during, or after your conversation.

ROLES AND RESPONSIBILITIES

Employee

*Use section 1 to identify an accomplishment or something that has gone well.

*Choose your questions: In section 2, choose a question/topic about your interests and development. In sections 3 and 4, check-off the questions you want to ask your manager.

*Your manager will ask you questions from sections 5 and 6.

Manager

*In sections 5 and 6, choose the questions you want to ask the employee.

*Be ready to provide answers to your employee’s questions in sections 2, 3, and 4.

Preparation

Share your selected questions in advance of your meeting.



10 Minute Guide To Business Communication

KJ Lindholm-Leary



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