

Q11. In the last six months, someone at work has talked to me about my progress.

Help Me Review My Contributions

Few things are more important to an employee than knowing that they are progressing at work. Feedback is vital and beneficial to both an employer and an employee.

The best managers recognize that honest, positive and constructive performance feedback provides time to discuss an employee's progress and growth. Feedback can help employees understand themselves better and give them a clear perspective on how their contributions make a difference to the organization.

One in three employees in Gallup's global database strongly agree that someone has talked with them about their progress in the last six months.



Three Characteristics of the Most Effective Performance Feedback

- 1 Strengths-Based.** Focus on improving strengths and managing weaknesses.
- 2 Engagement-Focused.** Ensure that your employees' workplace needs are met.
- 3 Performance-Oriented.** Concentrate on making sure that performance outcomes are clear and objective.

Engaging Conversation Starters

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The best managers know that for employees to develop in their roles, employees must first know where they stand. They need to know where they are in their professional journey, and they need to understand how they can achieve their goals.

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
<p>How do you feel about what you are working on?</p> <p>What are you proud of that you've been working on?</p> <p>Do you think that the two of us get an opportunity to talk enough?</p> <p>How often should we get together to talk about your progress?</p>	<p>Listen for what your employees need from you. Consider whether you can meet with them as often as they want. If you cannot meet with them often enough, think about how you could work with each person to determine a realistic schedule.</p>

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
<p>What were our team's greatest accomplishments this past year?</p> <p>How do you think we are doing as a team? In which areas do we excel? In which areas do we need some help?</p> <p>What topics should our team address at our midyear review?</p> <p>How often should we get together as a group to talk about progress?</p>	<p>Listen for ways the team can work together to create a great workplace culture that is supportive, collaborative and helps each team member receive, process and implement new ideas.</p>

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
<p>What were your greatest accomplishments at work in the past year?</p> <p>What have you been focusing on recently?</p> <p>Is there anything that has been getting in your way? Is there anything that you need my help with?</p> <p>Are there any long-term goals — for instance, three or six months out — that you want to focus on in the future?</p> <p>What are you proud of that you've been working on?</p>	<p>Listen for opportunities to reinforce this team member's talents and strengths. Help this employee appreciate the value each person brings to the team.</p>