

## **SIMPLE QUESTIONS TO ASK BEFORE, DURING, AND AFTER PLANNED DEVELOPMENT EXPERIENCES**

The questions below can be used at various project stages. These are merely suggestions, and managers are free to use their own questions to ensure that critical lessons are identified and learned and that employees are planning to apply these lessons in the future.

### **Pre-Activity**

- 1) What do you hope to learn from this project?
- 2) What will you be able to do differently?
- 3) What do you need or expect of me?

### **During Activity**

- 1) Where do you feel that you are improving your skills?
- 2) Where do you feel that you are struggling?
- 3) Where do you need me to support you through coaching?

### **Post-Activity**

*(To be answered by employee before meeting with manager)*

- 1) What did I learn?
- 2) Did I reach the goals I laid out before the project started?
- 3) Did I improve my skills?
- 4) Where can I use this skill in my daily work?

### **Post-Activity**

*(For discussion with employee)*

- 1) Where do you feel you succeeded?
- 2) Where did you struggle?
- 3) If you had to do it all over again, what would you do differently?
- 4) What is the most important lesson you learned?
- 5) Where can you apply this lesson in the future?