

Manage Your Manager Feedback Questions – Part I

Schedule uninterrupted time with your direct supervisor or manager and use the following questions to start a discussion about your performance and future with the company.

Date: _____

Next follow up date: _____

- What are the top 3 areas of focus for our team/department?
- How does the work I do fit into those areas of focus?
- What new skills will I need to help our team/department be successful?
- What challenges or obstacles might I expect to face?
- What training is available for me to become the best at what I do? OR Can you recommend some resources or books that can help me in those areas?