

Manage Your Manager Follow up Discussion – Part II

Schedule uninterrupted time with your direct supervisor or manager and use the following questions to discuss the progress of your performance and growth opportunities within the organization.

Date: _____

Next follow up date: _____

- Has our team/department goals changed since last time we met. If so, in what way?
- What strengths do I have that help our team/department be successful?
- What areas can I improve in to help our team/department become more successful?
- What training is available for me to improve in those areas? OR Is there anyone I can job shadow or learn from?

