

TRI-ALTITUDE PERFORMANCE

PEOPLE & PERFORMANCE

SENTENCE STEMS

Providing the right strategy, to the right person, at
the right time in their life.



Sentence Stems

Opening the conversation

- "I wanted to meet with you today to..."
 - "How have you been since our last meeting?"
 - "Is there anything on your mind that you'd like to discuss?"
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Checking In on Work Progress:

- "Let's talk about the progress on..."
 - "How are you finding the workload on [specific project/task]?"
 - "I'm interested in hearing about some wins you have had lately."
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Addressing Concerns:

- "I've noticed some challenges with..."
- "Is there anything you're finding particularly challenging right now?"
- "Let's discuss any obstacles you're facing and how we can overcome them."

Note: Sometimes it's helpful to discuss other things first and see if they can name "it" for you. Once they name "it" you can refer to that and explore it by asking

- "I hear what your saying, what have you thought of already."
 - "That sounds challenging, lets talk about that."
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Asking for Self-Reflection:

- "Where are you at with everything at work?"
 - "How do you feel about your performance over the past [period]?"
 - "In your opinion, what are your strengths and areas for improvement?"
 - "I would love to hear your thoughts on what's been working well and what could be better?"
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Setting Goals and Expectations:

- "Let's outline some specific goals for the upcoming [timeframe]."
- "What do you see as your primary objectives for the next [month/quarter]?"
- "How can I support you in achieving your professional goals?"
- "If this is what you are working towards, what do you need from me to help you achieve it"

Note: some people find it really hard to set goals. That is ok, this isn't for everyone. I often ask if they find goal setting hard, what do you enjoy about your job now? What things do we want to keep and what things do we want to change? Is there anything you have ever wanted to do that you think might be out of reach? If you knew you were moving on from this role in 12 months, what would you want to get done before you leave? What would you like to skill up in?

Soliciting Feedback on your Leadership:

- "Is there anything you feel/think I could do differently to support you better?"
- "What are your thoughts on the current team dynamics and culture?"
- "Do you find the way we communicate is working for you? What could we change?"
- "Is there enough communication?"
- "I'm always looking to improve as a leader. Do you have any suggestions for me?"

Note: You can always ask them to reflect on other leadership styles. E.G. "Who has been your favourite manager/leader and why? What was it about them in particular?" and ask "Who did you struggle with the most as a leader and what was it about that situation/person"

Hope this helps.