

# ELEVATE IN 90 DAYS

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## CAREER · LEADERSHIP · YOU

### Effective Leader's Coaching Question Pack

#### **Elevate your 1:1 meetings**

I encourage the leaders I work with to establish recurring systems with their leadership activity, including 1:1 meetings with their direct reports, and the wider team where relevant.

As a leader it's powerful to meet 1:1 with every team member in your business area once or twice a year (beyond your direct reports).

These meetings:

- Provide the opportunity to connect with each individual
- Provide insight into every team member and the culture
- Assist you with identifying skills and talent
- Alert you to issues and challenges individuals and the team may be facing
- Provide transparency and accountability across the team
- Demonstrate you care and are focused on more than just delivery
- Support you to acknowledge achievement
- Dissolve doubt and builds clarity and certainty
- Build connection, relationships and trust
- Build respect for you as a people leader
- Help to maximise an individual's engagement and output

**Below are actual questions asked by a Director who is a long-term client of mine. This Director meets with every person in the wider team twice per year and the questions below span three rounds of meetings.**

#### ***Round 1***

1. How are you?
2. What is your role?
3. Which team are you in?
4. What do you think has gotten in the way of our business area's success in the past?
5. What changes would you like to see?
6. What are your key strengths?
7. What are your key areas for development? What are you working on to address this?
8. What is your view on the culture of our business area?
9. What have you personally done to contribute to a constructive culture?
10. What would you like to see addressed as the number one priority?
11. What do you need from me to be successful and happy in your role?

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### **Round 2**

1. How are you? What's keeping you up at night?
2. Have you felt a shift in the last 6 months - any change in direction, expectations, culture, etc?
3. What have you done differently in the last 6 months? What's been your focus? What's going to be your focus for the next 6 months?
4. What have you observed from leadership that we should keep doing, stop doing, change, etc? What is one thing you want to see that isn't currently happening?
5. What are you hearing from your clients outside of our business area?
6. How do you think we are managing recruitment, secondments, development - what's your feedback?
7. What feedback have you received in the last 6 months?
8. Are you meeting with your manager/team leader regularly?
9. What self-awareness/professional development have you undertaken in the last 6 months? What's next?
10. What are the key elements of our culture that needs more focus?

### **Round 3**

1. How are you? What is keeping you up at night?
2. On a scale of 1 to 10, how do you feel about coming to work each day (10 being that you jump out of bed and love every minute of being here)  
Tell me a bit about why you gave that score?
3. What do you love about your job?
4. What needs improvement?
5. Do you feel challenged?
6. What has motivated you lately?
7. What have you achieved in the last 6 months?
8. Is there anything impacting your ability to achieve?
9. What are you doing to help in the current 3 month 'Foundation' focus?
10. What are you hearing from your clients outside of the business area?
11. If you were me for a day/week/month, what would you do differently?
12. Give me 3 words to describe
  - Our business area
  - Your manager
  - Me
  - 3 words I would use to describe you
13. Anything else you would like to share?

Learn about the Elevate in 90 Days Program at [madleaders.com.au](https://www.madleaders.com.au)