

Quality performance conversations are the [Performance Administrative Directive](#) and [Planning and Performance Framework](#) in action. This list of conversation starters can be used to explore successes, challenges and goals.

For more information on conducting Quality Performance Conversations, refer to the [Quality Performance Conversations toolkit](#) or [contact People and Culture](#).

[Read the Ipswich City Council Performance Administrative Directive.](#)

QUESTIONS

Strengths

What project or contribution are you most proud of since our last 1-on-1 conversation?

Which of your strengths has been most utilised recently?

How have you contributed to someone else's success?

How have you changed your approach to communication or collaboration to get the best from interactions with a colleague?

Challenges and growth

What challenges are you currently facing?

Which project or task has been most challenging for you since our last 1-on-1 conversation?

What is the next big challenge for our team?

How can our team improve our day-to-day experience?

What is one small change we could make to improve things for our team?

What area of continuous improvement is a priority right now?

What areas for immediate development have you identified?

Recognition

Who have you acknowledged recently for their achievement or contribution?

What would you have liked to be acknowledged for but weren't?

How could we better recognise and celebrate achievements in our team?

Role clarity

What is your favourite and least favourite part of your role?

How can I provide greater clarity about what's expected from you in your role?

What tasks or projects would like to know more about or have more involvement in?

What are your short term and long term goals?

Who could we work more closely with for greater efficiency and effectiveness?

What current trends or emerging practices related to your work have you noticed?

Wellbeing and values

How do you feel about your current work/life blend?

When did you demonstrate our corporate values of collaboration, communication, efficiency, integrity and leadership?

How did you contribute to our organisational purpose, 'together we proudly enhance the quality of life for our community'?

Working together

Could we improve the amount and ways we communicate and provide each other feedback?

What could I do more, better, different or less to help you succeed?

How can we make our next 1-on-1 conversation even better?