

Coaching Questions List

Use these open-ended questions with your 1-on-1 prep worksheet:

To Gauge the Team Member's Engagement Level

Personal

- How are you feeling about your role lately?
- In what ways do you feel like you're growing or not growing in your role? What makes you say that?
- What aspects of your current project(s) are you finding most interesting, and why?
- What's your favorite part of your work right now? How about your least favorite?
- How do you think that least favorite aspect is impacting your overall performance?
- What's going well for you in your current position?
- If you could change one thing about your role, what would it be?
- How does your current position allow you to use your skills and talents?
- In which areas do you feel like you're not able to reach your full potential?
- What's one thing you think you could be doing differently?
- If you could focus on anything for the next month, what would it be?
- What's one change that could make your work more fulfilling, and why?
- In which areas would you appreciate more feedback?

Team

- How would you describe the team's personality? What kind of person would thrive here? What sort of person would bring a new perspective we're currently missing?
- How could we enhance our teamwork?
- Is there anything you'd like to see change about the team dynamic, and if so, why?

Manager

- In what ways do you feel supported or not supported by me?
- What could I do more or less of to help you succeed?
- How can I help remove obstacles to make your job more engaging or less complicated?

To Draw Out an Issue

- Can you share more details about that specific issue?
- What was that experience like for you?
- How did that situation affect you?
- What do you think led to that happening?

To Coach a Team Member to Solve a Problem

- What's the biggest challenge you're facing right now?
- What have you tried so far to address it?
- What insights can you draw from past successes that might help here?
- What haven't you tried yet that could be helpful?

To Support Career Development

- What are some work projects you're most proud of, and what do you think you'd like to tackle next?
- What are two or three new skills you'd like to develop in this role? What interests you about those skills?
- What other roles could you see yourself in down the road? Or what areas would you like to explore further?
- If you could design your ideal position, how would it differ from what you're doing now?

To Learn About Challenges

- What's the most significant challenge you're dealing with currently? How can I assist with that?
- At what point in the past week did you feel most frustrated or discouraged by your work? What can I do to help you navigate that?
- What are your top concerns about your current project(s)?

To Learn More About a Project

- What part of this project has been especially interesting for you?
- What do you find frustrating about the project?
- What can I do to help make things more manageable for you?
- What do you think I should know about the project that I might not be aware of?

To Check In Regarding a Change

- What concerns do you have about this change that haven't been addressed yet?
- What's going well and not so well with the new situation? Why do you think that might be?
- How is the new situation impacting your work? What could be hindering your effectiveness?

To Promote Continuity Between 1-on-1s

- What progress have you made on the action items we discussed last time?
- In our last 1-on-1, you mentioned wanting to grow in X area. How has that been going?
- What development areas would you like to focus on in the coming weeks?

To Break Out of 1-on-1s That Feel Ineffective or in a Rut

- What changes would you like to see in these discussions to make them more valuable for you?
- I want to ensure our 1-on-1s are as productive as possible and would appreciate your candid feedback. What aspects of our 1-on-1s have been working well, and what could I improve on?
- What's one thing I could stop, start, or continue doing to make these 1-on-1s more beneficial for you?