

Enclosure 2

Quarterly Counseling Question Suggestions

1. How would you prefer to be recognized for your accomplishments?
2. How do you prefer to receive feedback?
3. Under what circumstances do you feel you perform best?
4. What recent accomplishment(s) are you most proud of?
5. What have I done to help you do your job?
6. Are there any meetings or discussions you feel you should be a part of that you are not? Are you included in any you don't want to be a part of?
7. What area of the organization/Garrison would you like to learn more about?
8. Where do you stand with your mandatory training requirements and CES status?
9. What is a recent situation you wish you had handled differently? What should you change?
10. Are you making progress on your IDP and where can I help you be more successful in meeting your professional development goals?
11. What can I adjust about my management/leadership style to help make your job easier?
12. Have there been any changes to your annual leave plan?
13. What do you think are the key skills for your role? How would you rate yourself for each of them?
14. What 3 things would you like to work on over the next 6 months?
15. How well do you feel like you relate to your coworkers? Do you view them as friends, acquaintances, or strangers?
16. What have your past supervisors done that you'd like to also do or not do?

17. Are you on track for completing everything in your Performance Appraisal? Are there any Elements or Standards you would like to revisit?
18. How do you feel your work/life balance is right now?
19. What is your favorite thing I do as a manager of this team that I should keep doing?
20. What drives you; motivates you to come to work each day?
21. If you were the Garrison Commander, what is the first thing you would change?
22. What work are you doing here that you believe is most in line with your long term goals?
23. Are there any other issues you would like to discuss?