

Coaching questions for PRDPs

Starting by asking open questions is a great way to get your team to open up and also helps create a relaxed environment. The first step is always to - ***ask them how they think it is going!*** Listen to their thoughts and acknowledge their ideas. Make a mental note to return to any areas which you think may need further discussion. The purpose of the PRDP is to have an open, honest, productive conversation so when you are finished you are both clear on what the expectations are and you have a plan in place to achieve it!

Below are a range of questions which will be useful when conducting appraisals and will help ensure they are a success. Don't worry about using the list exhaustively or following it in order – use these questions when appropriate to move the conversation forward and ensure you have had an open discussion.

How do you think things have gone this year?

What have your key priorities been?

What do you want to focus on next year?

Where do you want to be in 6/12 months time?

What objectives will help you achieve this?

How will these objectives add value/make a difference to the College?

*What went well this year?
What evidence do you have to support this?*

What didn't go so well? Why do you think this was? What can you do change this next time?

