**5 Questions to Ask Your Employees Every Week**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Question** | **Response** | **Leader Notes** |
| 1. **What’s going well in your role? Any wins this week?**   *(recognize, appreciate and celebrate)* |  |  |
| 1. **What challenges are you facing?**   *(take proactive measures to help, practice building psychological safety as a space to share their issues or concerns)* |  |  |
| 1. **How are you feeling? How would you describe the morale in your work environment?**   *(let employees articulate their emotions for greater wellbeing, better resilience and don’t forget to share your feelings as well)* |  |  |
| 1. **On a scale of 1-10, how fulfilled in your work are you right now? Why?**   *(listen to learn and gage engagement levels and help them to connect to their purpose and value)* |  |  |
| 1. **Ask for feedback on ways you can become a better leader.**   *(serve as a model that feedback is a gift and encourage your staff to feel comfortable to ask for their own feedback from you and their co-workers.)* |  |  |
| **Notes:** | | |