



Learning-Based Feedback Agenda



Frequent, short sessions held as close as possible to the conclusion of significant tasks or project stages will be most useful.

Topic	Question	Learned: WHAT I CAN START, STOP OR CONTINUE	
		Employee	Manager
Project or Tasks	"What specific aspects of the recent project/task did you handle well, and where did you face challenges?"		
	"How did you adapt to these challenges, and what did you learn from them?"		
Skill Levels and Development Goals	"How do you feel your current skills matched the demands of the recent tasks?"		
	"What specific skills do you aim to develop in the short-term for your career growth?"		
Management and Leadership Style	"How can I, as your manager, better support you in achieving your goals and overcoming challenges?"		
	"Are there aspects of my management style that could be adjusted to improve team performance and morale?"		
Challenges and Barriers to Performance	"Are there any barriers or resources that you feel are hindering your performance or learning?"		
	"What can we do together to overcome these barriers?"		
Future Tasks and Projects	"Looking at upcoming tasks, what level of challenge do you feel ready to take on?"		
	"What are your expectations for these future tasks, and how do you plan to approach them?"		