

Tools and templates



Set up one-to-one conversations with each of your employees to find out what they see as their strengths and weaknesses

Understanding your employees' unique strengths and weaknesses is key when it comes to managing their performance:

- Your employees are your main asset – it's vital to understand what makes them tick
- Each employee will have a different strength that you can utilise to improve your business
- Discussing weaknesses can help employees improve and grow

Asking the right questions

Having the right questions prepared for your one-to-one will help make it an effective meeting for both you and your employee:

- How do you feel you're getting on at the company?
- What do you enjoy most about working here? Why?
- What do you enjoy least about working here? Why?
- What do you enjoy most about your role? Why?
- What do you enjoy least about your role? Why?
- Is your work/life balance allowing you to do your best?
- What do you believe to be your greatest strength?
- Tell me about a time you utilised this strength effectively
- How could we incorporate this strength into your working life?
- What do you believe to be your greatest weakness?
- How can we work together to improve this?
- Do you have any suggestions for how we can help you improve? Any support?
- What skills do you think the business is most in need of?
- What skills would you like to add to your repertoire?
- What training would you like take part in?
- Do you have any final comments or suggestions?