Annual DPR: choose the relevant conversation(s)

‘CONVERSATION IDEAS’ TOOLKIT

Here are some sample conversations to help focus your DPR conversations with your team members. Choose the conversations relevant to you and your team member – to help discuss a holistic approach to their work priorities, motivation, and wellbeing.
Keep connected with 5 minute check-ins

“CONVERSATION IDEAS” TOOLKIT (FOR MANAGERS/SUPERVISORS)

Here are some sample conversations to help keep connected with your team members. Each time you meet throughout the year (weekly one on one’s, in the corridor or over Zoom) choose a relevant conversation. These 5-ish minute check-ins can help you stay in touch with your team members and their work priorities.

### Work & Projects

- **Work & Projects**
  - I've been meaning to catch you to catch up on how project 'x' is tracking?
  - How is the communications program coming together?
  - What, if anything, can I do to assist?

### Work Relationships

- **Work Relationships**
  - Did you end up meeting with X yesterday? I know his support is key to what we are doing. How did the meeting go? Do you think we need to do more to engage his support?
  - What is one thing you think we could do to improve communication among our team?

### Working in a team

- **Working in a team**
  - I've noticed that some team members appear hesitant to speak up in meetings. What's your take on this?
  - What is one thing you think we could do to improve communication among our team?

### Work Improvements

- **Work Improvements**
  - I know you made some improvements to the monthly reporting for your clients. What has been the feedback so far? Are there any further improvements you are thinking of?

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### Organisation context

- **Organisation context**
  - I've set up a meeting with X to find out about the challenges they are facing and how we can support them. I know you are keen to learn more about this part of the organisation, so I thought, if you are free, you could come with me.

### Opportunities to Stretch

- **Opportunities to Stretch**
  - The management team plan to launch Project X in June. Would you like me to put your name forward as a potential Project Lead? It would give you great exposure across the Faculty.

### Sharing resources

- **Sharing resources**
  - Did you see the webinar on ‘the XXX’ – I think you would find it interesting. I’ll email it through – it fits well with your career interest in YYY.

### For stressful days/work

- **For stressful days/work**
  - How are you managing during this busy period?
  - I hope you’re doing something to de-stress at the end of the day.
  - Is there anything you have been able to put in place?

### Being interested

- **Being interested**
  - How are you going ... you mentioned the other day that your mum has been unwell, how is she? And how are you?

### Work-Life balance

- **Work-Life balance**
  - I have noticed you working back most evenings. What is contributing to the additional hours?
  - It’s important to keep a balance – what might help you manage this moving forward?

### Working in a team

- **Working in a team**
  - I've noticed that some team members appear hesitant to speak up in meetings. What's your take on this?
  - What is one thing you think we could do to improve communication among our team?

### Check-in

- **Check-in**
  - We are 6 months into the new year, how are you feeling now? Is there anything you are doing to keep energised and well? Is there anything you need from me?

### Encourage self-review

- **Encourage self-review**
  - I know you put a lot of work into preparing for the team presentation yesterday. ... How did you see it from your perspective? Did it go as you planned?
  - May I offer my observations?
  - What are you planning as the next steps?

### Offer assistance

- **Offer assistance**
  - You look like you’re under the pump meeting the deadline for the submission. How is it tracking? ... Would it help if I helped to pull some figures together? Or would it help to talk it through?
  - Ask for assistance
  - I value your perspective here. I’d appreciate your thoughts on this ...