

# WORKPLACE CONVERSATIONS GUIDE

This guide provides list of questions to better understand your work environment. This list offers a range in types of questions to help you identify positive aspects of your workplace and potential avenues for improvement.

You may use these to prompt self-reflection or to engage colleagues in a constructive group discussion. Make sure everyone agrees on the purpose, goals, and method of engagement before beginning your discussion.

## QUESTIONS TO START THE CONVERSATION

- Describe how and when you came to work at your agency.
- Share what you like about your current job.
- Share your biggest current challenge at work.
- Describe a positive patient/client interaction you have experienced.
- Share something you appreciate about your agency.
- Share something you appreciate about your coworkers.
- Talk about the best boss you ever had. What set him or her apart?
- Share one work-related skill that you'd like to develop, especially if you could do it easily.
- Share one thing you do every day at work and without which you would be unhappy in your current job.

## QUESTIONS TO ELICIT POSITIVE REFLECTION

- What characteristic do you value the most in your coworkers?
- What is the most important personal attribute that you bring to your job?
- What are you most excited about in relation to your job this year?
- What's the one word that you'd like to hear from your boss?
- Describe the personality of a co-worker with whom you could be best friends. Share why?

## QUESTIONS TO ELICIT NEGATIVE REFLECTION

- What do employees complain about in your organization?
- What one factor or facet of work do you complain, moan, and groan about the most?
- What are you most worried about at work this month?
- What coworker characteristic do you find most irritating?
- What coworker habit drives you crazy or bugs you the most?

## QUESTIONS FOR A TEAM/WORK GROUP

- What do we want to do together?
- What do we appreciate about working together?
- What do we consider important to keep in the future?
- Where would we most want to be one year from now?

## QUESTIONS TO ASSESS WORKPLACE ENVIRONMENT

- You often hear that people are an organization's most important resource. Is that true for the organization that employs you?
- When you have worked with a successful team, what factors were present in the working relationships?
- When you have worked with an unsuccessful team, what contributed to its failure?
- What are the three key characteristics of the boss for whom you would do your best work?
- What characteristics must a work assignment have for you to love the assignment?

## QUESTIONS TO ASSESS RETENTION FACTORS

- How much money would you need to win to walk away from your current job?
- What are the circumstances that would have to happen in your current job that would cause you to secretly job hunt?

## QUESTIONS TO ELICIT CHANGE LANGUAGE

- What is the single most significant factor, that your organization controls, that is fueling your success?
- Describe the work culture in which you could most successfully contribute your best work. How far from your ideal is your current workplace?
- What is the most significant factor, that your organization has control over, that interferes with your success?
- What's the single most important factor that you would change about your job?
- If you were the king of your workplace, what are the three missing factors that you would add?
- If your workplace was a tree, what kind of a tree would it be and why?
- If your workplace was a car, what kind of a car would it be and why?

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