Remote Leader Question Template to Track Work

During frequent one-on-one with employees, team leads can use these questions and discussion prompts as a template for managing remote performance.

1. How are you doing?
2. Here are the department’s priorities as I see them this week.
3. What are your priorities this week?
4. Let’s talk about due dates.
5. I think we can be successful if…(explain success criteria)
6. What do you think?
7. Are there any roadblocks you are encountering that you need help with?
8. When do you think we should check in again?

The utility of purposefully leveraging such a template to guide conversations with employees cannot be overstated. Time and again, team leads have the best of intentions, but the clarity of performance conversations inevitably declines overtime. Using such a template begins to create a process for such interactions in ways that enable team leads to maintain their best intentions over the long term.