



Working from home

Toolkit for managing remote working teams

Question Guide for One-On-One Meetings with Remote Reports

General check-in questions

Start each one-on-one meeting with a personal check-in. The following questions may be used for this purpose:

1. How is everything going today?
2. What's on your mind this week?
3. Last time we spoke you said x was a challenge for you, how is that going?
4. Have you encountered any technology issues?
5. What are your plans and priorities this week?

Progress questions

It is important to understand how people feel they are progressing, challenges they are experiencing, and where they are experiencing growth. The following questions may help gauge progress:

1. What has challenged you over [period of time]?
2. What has gone well/not so well for you [over period of time]?
3. Do you feel confident in how you/your team are progressing?
4. How are you/your team progressing towards [established goals]?

Relationship-based questions

Relationships have a huge impact on someone's experience at work. Providing opportunities to discuss relationships between team members, any concerns and feedback would be critical to ensuring healthy working relationships between team members.

1. How is everything going with people you work with/on your team?
2. Any interactions you'd like to discuss?
3. What feedback do you have for me?