



ELMA

QUESTIONS TO ASK

ELMA is essentially a conversation designed to give our team members the opportunity to talk about the difference they make to the company with their line manager.

The ELMA line managers booklet includes the main discussion points for your team members ELMA however we understand that sometimes it's useful to have a few more questions to help you during the conversation.

GENERAL QUESTIONS

- How do you think you have done at work recently?
- What's working well?
- What do you need to continue to work on?
- Is there anything you are concerned about/ want to talk to me about?
- When do you find yourself most energised?
- What are your strengths?
- Can you give me an example of where you demonstrated this?
- What do you think the impact of your behaviour was on others?
- What impact would this improvement make?

QUESTIONS TO HELP SET GOALS

- What are you trying to achieve?
- What is your first step to achieving this?
- How specifically will you know you've completed that goal?
- What help do you need from me/ your team members to help you achieve that goal?
- Is there anything that will stop you from achieving this?
- What can you do to overcome this problem?