

1. What have you achieved this quarter in relation to improving your personal skills or industry knowledge?
2. How did you perform on your OKRs? What kind of support do you need to further achieve your OKRs or personal development goals?
3. How can I specifically help you be more effective in your role and ready to take on more ownership and accountability? (Do you feel you're ready to take more ownership/accountability/do you want to?)
4. Is there anything you really feel like you want to learn or experience but haven't had the opportunity to yet?
5. List 3 people who significantly helped you accomplish your work this quarter and how they were beneficial in helping you succeed.
6. Action Items or additional notes