

Template of Sample Stakeholder Questions

To utilize these questions within a proven process improving insight, empathy and effectiveness read *Fearless Feedback: A Guide for Coaching Leaders to See Themselves More Clearly and Galvanize Growth*. www.fearlessfeedbackguide.com

Feedback for: _____ **Feedback from:** _____

Date: _____

Note: This list of questions covers several typical feedback topics. We expect that the coach and the leader will customize by choosing the most relevant questions and limiting the number of questions to fit the time allotted for the interview.

Questions:

1. How long have you worked with [name] and in what contexts?
2. Describe [name's] top strengths in performing their role and/or what you appreciate about [name]:
 - a. Provide examples of these strengths in action based on your observations
 - b. How can s/he leverage these strengths to improve performance?
3. Describe [name's] challenges and a couple of adjustments s/he could make to be more effective:
 - a. Provide examples illustrating these challenges and how s/he could have handled things better
 - b. What gets in the way of [name] being most effective?
4. [name's] development goals are to: [list goals]. How do his/her strengths and areas for improvement relate to these goals?
5. What are 1–2 suggestions for [name's] success in the future to be even more effective? What specific actions could s/he take?
 - a. Keep doing or continue to improve on?
 - b. Start doing?
 - c. Stop doing?
6. What are the key qualities or abilities s/he needs to develop to become a great [insert target role: for example, leader, manager, etc.]?
7. Do you have any other comments or suggestions for [name]?
8. If [name] wanted your help in providing feedback along the way, would you be willing?