

Optimising Your Workforce

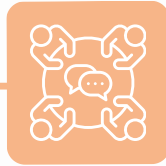
Use the following questions with your employees to better understand how they work best, including their preferred work environment, communication style, workload management, motivation and development preferences.

It can be completed when an employee commences, during regular supervision or performance discussions, when roles or teams change, or where working arrangements could be improved. Use the responses to start a positive conversation and identify practical ways you can support the employee to work effectively and productively.



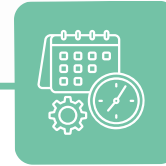
Work Environment & Style

- What kind of work environment do you thrive in? (quiet, collaborative, flexible hours)
- How do you like to receive information and updates? (written, verbal, visual)
- What are your ideal distraction-free working conditions?
- Do you prefer structured or flexible deadlines?



Communication & Collaboration

- How do you like to communicate with colleagues? (direct, frequent check-ins, detailed emails)
- How do you like to communicate with your manager? (direct, frequent check-ins, detailed emails)
- What are your expectations for communication with your manager?
- What is your preferred method for giving and receiving feedback?
- How do you handle disagreements or conflicts within a team?
- Do you enjoy leading discussions or taking a more supportive role in meetings?



Time Management & Prioritisation

- How do you prioritize tasks and manage your workload?
- What tools or methods do you use to stay organized?
- How do you handle urgent deadlines or unexpected changes?
- Do you prefer to block out time for specific tasks or work more flexibly?



Motivation & Productivity

- What motivates you to perform at your best?
- What are your biggest productivity challenges?
- How do you celebrate accomplishments or milestones?
- What kind of recognition do you find most meaningful?
- What is your preferred approach to learning and development?

