**Guided Feedback Conversation Template for**

**Program Directors and Program Administrators**

Program Name: Click or tap here to enter text.

Date of Meeting: Click or tap to enter a date.

Reviewed By: Click or tap here to enter text.

The questions outlined below were created by the PGME office and edited, reviewed, and approved by program administrators, program directors, and the Directors of Administration before distribution.

**Questions to be answered by the program administrator before meeting with the program director**

**In the last twelve months,**

What accomplishments are you most proud of?

Click or tap here to enter text.

Which goals did you meet?

Click or tap here to enter text.

Which goals fell short?

Click or tap here to enter text.

What aspects of your job do you like the most?

Click or tap here to enter text.

What aspects of your job do you like the least?

Click or tap here to enter text.

What would you change if you could?

Click or tap here to enter text.

What are your top 3 strengths/skills that help you do your job effectively?

Click or tap here to enter text.

What skills do you have that you believe we could use more effectively?

Click or tap here to enter text.

What skills would you like to develop? Would you benefit from any additional training or professional development?

Click or tap here to enter text.

Are job expectations clear?

Click or tap here to enter text.

How do you like to be acknowledged for your work?

Click or tap here to enter text.

How do you think your role helps the program succeed?

Click or tap here to enter text.

Accreditation: Do you feel confident sharing where you think the program is not meeting an accreditation standard?

Click or tap here to enter text.

**Optional questions for program administrator reflection**

What un/motivates you to get your work done?

Click or tap here to enter text.

What type of growth is important to you within this role?

Click or tap here to enter text.

**Discussion template questions for in-person conversation between the program administrator and program director**

What can I do to make your job more manageable?

Click or tap here to enter text.

Do you feel supported in your role?

Click or tap here to enter text.

How can you be better supported?

Click or tap here to enter text.

Do you have enough access/communication with me?

Click or tap here to enter text.

Do you feel that deadlines for tasks are feasible?

Click or tap here to enter text.

What (if any) concerns do you have when it comes to giving me feedback?

Click or tap here to enter text.

How do you prefer to receive feedback?

Click or tap here to enter text.

What do I do that is most/more helpful for you?

Click or tap here to enter text.

How can we improve our communication?

Click or tap here to enter text.

**Accreditation**

Do you feel welcome to provide solutions (e.g., restructuring agenda and minutes to include a regularly scheduled review of program elements and track CI)?

Click or tap here to enter text..

Do you feel you are an integral part of the QI process?

Click or tap here to enter text.

How do you feel you contribute to the QI process for our program?

Click or tap here to enter text.

**Information for the PD to identify for the PA**

Your role helps the program succeed in the following way:

Click or tap here to enter text.

Your best skills are:

Click or tap here to enter text.

Our next informal administrative review will occur: Click or tap here to enter text.