

Let's talk

FACILITATORS' PROMPT SHEET



The following 12 prompts should help you to structure your conversation:



PRELIMINARIES

"Before we begin..."

Open the conversation by explaining this new process, thanking them for being willing to be part of it at its testing phase, and emphasizing that its purpose is mutual learning and development.



CONFIDENTIALITY

"This conversation will be as private as you want it to be.

I will take some general notes, but nothing attributable to you unless you ask for it to be."

Use this prompt to allay any worries about confidentiality. You may record general points anonymously but will feed back specifics only with the colleague's permission.



THANK YOU

"Let me start by saying to you formally on behalf of [the company], a huge thank you for all your work on [the show]..."

A culture of positivity and appreciation is fundamental to the Supportive Offboarding philosophy. The conversation therefore begins with a thank you on behalf of the company. Personalise this as feels comfortable.



OPENER

"How have you found the experience of working on [the show]?"

Engage the colleague with a general open question, inviting them to share at whatever level they feel they wish to.



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COMMUNICATING FEEDBACK



"Do you think that's a useful assessment of your contribution to the programme?"

If you have feedback to pass on to the colleague, do so and reflect on this with them, focussing particularly on strengths that have been identified, ensuring that the conversation remains as affirming and positive as possible.

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CAREER ASPIRATIONS



"What work opportunities are you looking for? Where does this fit in terms of your longer-term career aspirations?"

Use this prompt question to get a sense of where this fits into their longer-term career aspirations if the colleague is happy to discuss this with you. Make a note of anything you could usefully feed back to the (rest of the) Talent team.

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DEVELOPMENT AND TRAINING



"Are there areas you feel you need to focus on for development or training?"

Use this prompt question to explore whether the colleague feels that there are any specific areas they need to focus on for development. For example, you might point them to Screenskills courses, BAFTA networking sessions, and various talent schemes (eg. Edinburgh TV Festival's initiatives) and mentoring opportunities (eg. Screenskills, Women in Film & TV etc). This is also a good moment to remind them of the services offered by the Film & TV Charity. If appropriate, help them to articulate this in terms of actionable goals aligned with career aspirations.

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GENERAL FEEDBACK FOR THE COMPANY



"Obviously, this conversation is confidential, but it's always useful for the company to have feedback about how we do things – positive or negative? Is there anything you'd like me to feedback on your behalf?"

Use this prompt question to ask for feedback for the company. Try to keep the conversation constructive, even if there are implied or direct criticisms of aspects of the work or the project they have worked on. Make a note of any points raised that could be addressed to improve the processes or culture of the company.

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CONNECTING AND SIGNPOSTING

"Given what you've told me about your aspirations, would you like me to introduce you to...?"

Given the extent to which personal contacts and networks matter in a freelancing context, there may be an introduction you could facilitate. Use this moment to consider whether there is any other kind of support that the company could easily facilitate at this point in the colleague's career.



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APPRECIATION

"Is there anyone who you've worked with who you would like me to commend or express particular appreciation to?"

A culture of positivity and appreciation is fundamental to the Supportive Offboarding philosophy. Use this prompt question to pick-up any commendations that could be passed back to the production team.



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ANYTHING ELSE

"Before we finish, is there anything else that you'd like to raise?"

Use this prompt question to check whether there is anything else that the colleague wishes to raise about their experience of working on this project, or their own career development to ensure that they have felt heard.



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CLARIFICATION

"So let me summarise what I've noted down..."

Clarify any points of action that have been noted during this conversation:

- Points noted privately (ie that will remain anonymous)
- Points you have agreed you will feed back to the production team
- Actions you have undertaken to do (eg. an introductory email, or forwarding of details of a ScreenSkills course, etc.)

