

Coaching Planning Worksheet



Coaching provides direction and motivation to our employees. It is your opportunity to engage and develop talent in a focused manner. To prepare for a purposeful discussion, answer the following prior to your coaching meeting.

Who do you want to coach?			
What is your general purpose in coaching this individual?			
Overall employee strengths :	Overall employee growth opportunity :		
What are your specific objectives for the next coaching discussion?			
Behaviors you'd like improved or strengthened:			
Have you given employee feedback on this area previously?	<input type="checkbox"/> No	<input type="checkbox"/> Yes If yes, why hasn't the behavior changed?	

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<p>What happens if these behaviors do not change (i.e., the impact to the employee, team, customer and/or organization)?</p>	<p>What is the impact of these behaviors changing (i.e., what is the value of the behavior change)?</p>
<p>What questions can you ask to get the employee's point of view?</p>	<p>What ideas do you have to strengthen their performance?</p>
<p><i>To be completed during or after the meeting.</i></p>	
<p>Feedback provided:</p> <p>Employee reactions:</p> <p>Actions outlined:</p>	<p>Follow up date:</p>