

Coaching Planning Worksheet

Coaching provides direction and motivation to employees. It is your opportunity to engage and develop talent in a focused manner.

Carving out time for coaching is a challenge. Make the most of your time and improve your results through a small but concentrated amount of preparation and planning.

Being deliberate about your coaching discussion will help to ensure a successful outcome, meaning your employee walks away with the clarity and commitment to grow.

This outcome is designed and facilitated by you.

To prepare for a purposeful discussion, answer the following questions prior to your coaching meeting. Then use this as a guide for your discussion to drive behavior changes.

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 1 or 2 objectives for the next coaching discussion?	1. 2.		
Behaviors you'd like improved or strengthened:			



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<p>Have you given employee feedback on this area previously?</p>	<p><input type="checkbox"/> No</p>	<p><input type="checkbox"/> Yes</p> <p>If yes, why hasn't the behavior changed? What have you done to foster accountability?</p>
<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>How will you solicit their ideas to strengthen their performance?</p>	<p>What ideas do you have to strengthen their performance? (Provide these ONLY if necessary, and only after the employee has provided their ideas.)</p>	



<i>To be completed during or after the meeting.</i>	
Feedback provided:	
Employee reactions:	
Actions outlined:	Follow up date:

Insight to Action

1. While all employees benefit from coaching, you will discover the biggest impact for those who are mid to high level performers.
2. Your coaching will be more focused and effective to the extent you are planful and prepared.
3. To be an effective coaching session, there must be a clear outcome for your employee. You need to be able to hold them accountable for an action and/or behavior change. Set a follow up date to reinforce and sustain change.

