

Coaching Action Plan

Coaching sessions are not spontaneous events. For maximum effectiveness, they should be planned. Based on a situation you may be experiencing, use the following sheet to plan a one-on-one session with an employee.

1. What steps will you take to establish an environment conducive to your discussion?

2. How will you present the performance area to be explored?

3. How will developing or improving in this area benefit the employee?

4. What specific questions will you ask to elicit the employee's perspective on the situation and her/his specific suggestions for improvement or growth?

5. While it is impossible to plan how you will respond to the other person's input, you can list some of the points you want to make in this coaching session.

6. When you begin to construct the action plan, fill in the following points:

What is to be accomplished by the employee?

In what time frame?

How will the results be evaluated?

7. Before you close the meeting, how will you express your support and encouragement?
