

Performance Coaching Worksheet

Coaching Opening....

Why is this conversation necessary? (Be specific) How will I introduce it or start the conversation?

What do they need to know about the situation and my expectations? (most recent behaviors and impacts)

How will I shift ownership so that they own the problem, gap or issue? What question(s) can I start with?

Being Fully Prepared...

When and where will the coaching take place?

How will I limit or eliminate distractions?

What will I say to establish and maintain trust?

How will I set them at ease?

What is my ideal outcome? (If not ideal, what is the best I can hope for)

Performance Coaching Worksheet (cont.)

Being Fully Prepared...

How will I react if they don't agree with my assessment?

What can I say to reduce resistance and remain focused on the future?

Are there things I need to own up to? (Was I unclear? Is there an usually heavy workload?)

What positive feedback or acknowledgements will I use?

What is the timeline for visible progress?

What are my follow-up commitments to helping them succeed?

What documents or data must I gather before the meeting?

When will I commit to check back in and how will I measure progress?

Additional Comments