

Employee Name:

Supervisor Name:

Date:

DIRECTIONS:

Discuss and document results, behaviors and impact on the business as they relate to the Discussion Points, in the left column, which aligns with the executive's role in the organization.

Discussion Points



Role: Director, Deputy or Assistant Director
Organization Level: Executive Management

Celebrate Successes

Review prior commitments and action items

Talk Performance

- Progress on breakthrough metrics
- Scorecard metrics
- Strategic policy and priority alignment

Problem Solving

- Discuss issues/obstacles confronting the director
- Use basic and intermediate problem (A3) solving techniques, as appropriate
- Review and discuss status of countermeasures

Talent Management

- Strategic talent management
- Organization and team dynamics
- Individual, Team and Organizational Development

Help Needed

- Identify and discuss help needed by the director

Open Discussion

- Identify and discuss any other topics the director raises

Next Steps

- Briefly summarize commitments and action items to be completed by next meeting

Discussion

Commitments/Actions/Tasks

Build problem solving skills by coaching through the PDCA cycle.

(NOTE: Not all topics need to be discussed in every coaching event)

Plan the Work

Do the Work

Check for Gaps

Act to Close Gaps