

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 front-line employee's role in the organization.

Discussion Points



Role: Employee (Non-Manager)
Organization Level: Front-Line

- Celebrate Successes**
- Review prior commitments and action items**
- Talk Performance**
 - Progress on goals and projects
- Problem Solving**
 - Discuss issues/obstacles confronting the employee
 - Use basic problem solving techniques, as appropriate
- Individual Development**
 - Discuss/Address development needs for current and next-level roles
- Help Needed**
 - Identify and discuss help needed by the employee
- Open Discussion**
 - Identify and discuss any other topics the employee raises
- Next Steps**
 - Briefly summarize commitments and action items to be completed by next meeting

Discussion	Commitments/Actions/Tasks

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

Build problem solving skills by coaching through the PDCA cycle.

Plan the Work	Do the Work	Check for Gaps	Act to Close Gaps
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