

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 manager's role in the organization.

Discussion Points


Role: Manager of Managers

Organization Level: Functional Management

Celebrate Successes

Review prior commitments and action items

Talk Performance

- Progress on goals and projects
- Leader Standard Work
- AMS deployment
- Annual improvement plans
- Priority alignment

Problem Solving

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

Talent Management

- Organization and team dynamics
- Individual, Team and Organizational Development

Help Needed

- Identify and discuss help needed by the manager

Open Discussion

- Identify and discuss any other topics the manager 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