

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 supervisor's role in the organization.

**Discussion Points**



**Role: Supervisor**  
**Organization Level: Operations Management**

**Discussion**

**Commitments/Actions/Tasks**

**Celebrate Successes**

**Review prior commitments and action items**

**Talk Performance**

- Progress on goals and projects
- Gemba Walk

**Problem Solving**

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

**Talent Management**

- Individual and Team Development

**Help Needed**

- Identify and discuss help needed by the supervisor

**Open Discussion**

- Identify and discuss any other topics the supervisor raises

**Next Steps**

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

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

Build problem solving skills by coaching through the PDCA cycle.

<b>Plan the Work</b>	<b>Do the Work</b>	<b>Check for Gaps</b>	<b>Act to Close Gaps</b>
----------------------	--------------------	-----------------------	--------------------------