TOOLS FOR MANAGERS

Coaching Worksheet

Employee

Manager

Coaching date

Performance area(s)

Complete together. Both the employee and manager receive a copy.

1. What Should Be Happening?

What results and behaviours are expected? Why do they matter?

2. What's Actually Happening?

Discuss specific examples, results and both perspectives.

Strengths

Opportunities

3. What's Getting in the Way?

What challenges or barriers are affecting performance? What support is needed?

4. What Are One or Two Things We Can Try?

Agree on one or two specific behaviours to practise or change.

Employee commitments (what, when and how often):

Manager commitments (support, resources or barriers to address):

5. When Will We Check Again?

Agree on how progress will be measured and reviewed.

Follow-up date

Evidence or measure to review