

Tool 12-1

Coaching Notes

COACHING GUIDE

Employee's Name:

Manager's Name:

LEARNING OBJECTIVE

What is the area of development for this person? What does he/she need to know how to do more effectively?

MANAGER'S INVOLVEMENT

How can manager help in this process? Regular meetings? Progress reports? Allocating time for training?

1

4

SUCCESS GUIDELINES

What are the measurable ways to check progress?

RECOMMENDED RESOURCES

Are there specific people who can help them learn? Books? Training programs? Online materials? Other?

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2

STEP BY STEP

What the person will do:

What manager will do to support this step:

Deadline: