

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 executive's role in the organization.

**Discussion Points**



**Role: Director, Deputy or Assistant Director**  
**Organization Level: Executive Management**

- Celebrate Successes**
- Review prior commitments and action items**
- Talk Performance**
  - Progress on breakthrough metrics
  - Scorecard metrics
  - Strategic policy and priority alignment
- Problem Solving**
  - Discuss issues/obstacles confronting the director
  - Use basic and intermediate problem (A3) solving techniques, as appropriate
  - Review and discuss status of countermeasures
- Talent Management**
  - Strategic talent management
  - Organization and team dynamics
  - Individual, Team and Organizational Development
  - Retention Discussion
- Help Needed**
  - Identify and discuss help needed by the director
- Open Discussion**
  - Identify and discuss any other topics the director 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
---------------	-------------	----------------	-------------------