

Employee Name:	Supervisor Name:	Date:
----------------	------------------	-------

# 1:1 Coaching Notes

**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.

<b>Discussion Points</b> 	<b>Role: Director, Deputy or Assistant Director</b> <b>Organization Level: Executive Management</b>
------------------------------	--

Agenda Items	Discussion	Commitments/Actions/Tasks
<b>Celebrate Successes</b>		
<b>Review prior commitments</b> and action items		
<b>Talk Performance</b> <ul style="list-style-type: none"> <li>Progress on breakthrough metrics</li> <li>Scorecard metrics</li> <li>Strategic policy and priority alignment</li> </ul>		
<b>Problem Solving</b> <ul style="list-style-type: none"> <li>Discuss issues/obstacles confronting the director</li> <li>Use basic and intermediate problem (A3) solving techniques, as appropriate</li> <li>Review and discuss status of countermeasures</li> </ul>		
<b>Talent Management</b> <ul style="list-style-type: none"> <li>Strategic talent management</li> <li>Organization and team dynamics</li> <li>Individual, Team and Organizational Development</li> </ul>		
<b>Help Needed</b> <ul style="list-style-type: none"> <li>Identify and discuss help needed by the director</li> </ul>		
<b>Open Discussion</b> <ul style="list-style-type: none"> <li>Identify and discuss any other topics the director raises</li> </ul>		
<b>Next Steps</b> <ul style="list-style-type: none"> <li>Briefly summarize commitments and action items to be completed by next meeting</li> </ul>		

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

Build problem solving skills by coaching through the PDCA cycle.

Plan the Work	Do the Work	Check for Gaps	Act to Close Gaps
---------------	-------------	----------------	-------------------