

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 front-line employee's role in the organization.

Discussion Points 	<h2 style="margin: 0;">Role: Employee (Non-Manager)</h2> <p style="margin: 0;">Organization Level: Front-Line</p>
------------------------------	---

	Discussion	Commitments/Actions/Tasks
Celebrate Successes		
Review prior commitments and action items		
Talk Performance <ul style="list-style-type: none"> Progress on goals and projects 		
Problem Solving <ul style="list-style-type: none"> Discuss issues/obstacles confronting the employee Use basic problem solving techniques, as appropriate 		
Individual Development <ul style="list-style-type: none"> Discuss/Address development needs for current and next-level roles 		
Help Needed <ul style="list-style-type: none"> Identify and discuss help needed by the employee 		
Open Discussion <ul style="list-style-type: none"> Identify and discuss any other topics the employee raises 		
Next Steps <ul style="list-style-type: none"> Briefly summarize commitments and action items to be completed by next meeting 		

Build problem solving skills by coaching through the PDCA cycle.

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

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