

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 front-line employee's role in the organization.

Discussion Points



Role: Employee (Non-Manager)
Organization Level: Front-Line

- Celebrate Successes**
- Review prior commitments and action items**
- Talk Performance**
 - Progress on goals and projects
- Problem Solving**
 - Discuss issues/obstacles confronting the employee
 - Use basic problem solving techniques, as appropriate
- Individual Development**
 - Discuss/Address development needs for current and next-level roles
 - Retention Discussion
- Help Needed**
 - Identify and discuss help needed by the employee
- Open Discussion**
 - Identify and discuss any other topics the employee 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
----------------------	--------------------	-----------------------	--------------------------