

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 manager's role in the organization.

Discussion Points



Role: Manager of Managers
Organization Level: Functional Management

- Celebrate Successes**
- Review prior commitments and action items**
- Talk Performance**
 - Progress on goals and projects
 - Leader Standard Work
 - AMS deployment
 - Annual improvement plans
 - Priority alignment
- Problem Solving**
 - Discuss issues/obstacles confronting the manager
 - Use basic and intermediate problem (A3) solving techniques, as appropriate
 - Review and discuss status of countermeasures
- Talent Management**
 - Organization and team dynamics
 - Individual, Team and Organizational Development
 - Retention Discussion
- Help Needed**
 - Identify and discuss help needed by the manager
- Open Discussion**
 - Identify and discuss any other topics the manager 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 |
|---------------|-------------|----------------|-------------------|