

Employee Name:	Supervisor Name:	Date:
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## 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 manager's role in the organization.

**Discussion Points**



**Role: Manager of Managers**  
**Organization Level: Functional Management**

	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 goals and projects</li> <li>Leader Standard Work</li> <li>AMS deployment</li> <li>Annual improvement plans</li> <li>Priority alignment</li> </ul>		
<b>Problem Solving</b> <ul style="list-style-type: none"> <li>Discuss issues/obstacles confronting the manager</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>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 manager</li> </ul>		
<b>Open Discussion</b> <ul style="list-style-type: none"> <li>Identify and discuss any other topics the manager 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>		

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)