

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 supervisor's role in the organization.

**Discussion Points**



**Role: Supervisor**  
**Organization Level: Operations Management**

- Celebrate Successes**
- Review prior commitments and action items**
- Talk Performance**
  - Progress on goals and projects
  - Gemba Walk
- Problem Solving**
  - Discuss issues/obstacles confronting the supervisor
  - Use basic and intermediate problem (A3) solving techniques, as appropriate
  - Review and discuss status of countermeasures
- Talent Management**
  - Individual and Team Development
  - Retention Discussion
- Help Needed**
  - Identify and discuss help needed by the supervisor
- Open Discussion**
  - Identify and discuss any other topics the supervisor 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)

<b>Plan the Work</b>	<b>Do the Work</b>	<b>Check for Gaps</b>	<b>Act to Close Gaps</b>
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