

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 supervisor's role in the organization.

Discussion Points


Role: Supervisor
Organization Level: Operations Management

Agenda Items	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 Gemba Walk 		
Problem Solving <ul style="list-style-type: none"> Discuss issues/obstacles confronting the supervisor Use basic and intermediate problem (A3) solving techniques, as appropriate Review and discuss status of countermeasures 		
Talent Management <ul style="list-style-type: none"> Individual and Team Development 		
Help Needed <ul style="list-style-type: none"> Identify and discuss help needed by the supervisor 		
Open Discussion <ul style="list-style-type: none"> Identify and discuss any other topics the supervisor raises 		
Next Steps Briefly summarize commitments and action items to be completed by next meeting		

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

Build problem solving skills by coaching through the PDCA cycle.

