

Coaching Worksheet

It's important to have regular coaching conversations that focus on helping your employees apply what they learned in their training program. Here are some questions to use in your coaching conversations.

Describe one or two insights you gained from this class.	
How will these insights change the way you approach [insert skill] in the future?	
What opportunities have you had to use [insert skill] in your work environment?	
What have been the outcomes or results of those [insert skill] opportunities?	
Which key actions have been the easiest to use? The most challenging to use?	
People often put off [insert skill] , and sometimes avoid giving it altogether. How can the key actions help you move past situations that may be personally challenging and “keep the door open” to [insert skill] ?	
How has using [insert skill] improved your abilities as a leader?	
What key actions would you like to improve upon?	
What challenge and/or opportunities do you see in those areas?	
What actions will you take to improve your effectiveness?	
How can I provide support to you in developing those areas in which you would like to increase your performance level?	
How will using the key actions for [insert skill] improve the way we interact with each other? Improve our business?	