

Preparing for Your First Coaching Conversation

Coaching conversations can further reinforce key skills from the training program. Managers can use this worksheet to organize and form their first coaching conversation with their employees.

What is my trust level with the employee? If it is not optimal what will I have to do?

What observations have I made to suggest I need to have this coaching discussion?

What am I trying to achieve in this discussion?

What forms of feedback will I use with this employee?

What other communication strategies do I want to use in this discussion?

How will I follow up?