



Coaching Session Guide

Employee Name:	Session Date:
Supervisor:	Department:
Agenda Items	
Employee's perspective of what has gone on since the last coaching session	
Supervisor's feedback and perspective	
Employee's plan going forward	
Discussion summary including follow up dates, timelines and deadlines	



How to use the Coaching Session Guide

- ✓ Prior to the coaching session, the supervisor sends the employee a meeting invitation via Outlook indicating start and stop time. The supervisor includes the agenda for the coaching session in this invitation.
- ✓ The employee is encouraged to respond with items to add to the agenda.
- ✓ The employee and supervisor are expected to review the performance plan before the session, bring the plan and notes from the last session to the meeting.
- ✓ Ideally, both supervisor and employee prepare for the session by creating a mind map.
- ✓ Just before the session, the supervisor respects privacy. Both parties work at controlling distractions: the supervisor places a “please do not disturb sign” on the door, both parties turn their cell phones off, etc.
- ✓ During the session, the supervisor states the facts and what the session is about. The stated agenda may include: reviewing of pertinent data, observation, follow-up, praise for success, performance gaps or behavioral changes needed.
- ✓ Each party has their own coaching session guide.