[Image result for viamaven](https://www.google.com/url?sa=i&url=https%3A%2F%2Fwww.viamaven.com%2F&psig=AOvVaw3hwCG6CN5YwratdS-nn0ve&ust=1584735441310000&source=images&cd=vfe&ved=0CAIQjRxqFwoTCIDF0N2tp-gCFQAAAAAdAAAAABAD)**Employee Coaching Form**

|  |  |
| --- | --- |
| Team Member Name: | Date: |
| Title/ Position: | Supervisor: |

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| --- |
| **Coaching Topic / Area** |
|  |

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| --- |
| **Desired Outcome** *(List desired behaviors, knowledge, skills, etc)* |
|  |

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| --- |
| **Benefits of Change** *(How will employee actions or performance be positively impacted?)* |
|  |

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| --- |
| **Action Plan** *(What actions can be taken to achieve these goals?)* |
| 1.  2.  3. |

|  |
| --- |
| **Timeline** *(Write out a timeline for the plan and when to follow up)* |
|  |

[Image result for viamaven](https://www.google.com/url?sa=i&url=https%3A%2F%2Fwww.viamaven.com%2F&psig=AOvVaw3hwCG6CN5YwratdS-nn0ve&ust=1584735441310000&source=images&cd=vfe&ved=0CAIQjRxqFwoTCIDF0N2tp-gCFQAAAAAdAAAAABAD)***Sample Employee Coaching Form***

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| --- | --- |
| Team Member Name: *Ned Newbie* | Date: *4/20/2020* |
| Title/ Position: *Software developer* | Supervisor: *Bess Kocher* |

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| **Coaching Topic / Area** |
| *Communicating with the team:*  *Ned has struggled with communication and keeping the team updated on his tasks.*  *This has resulted in lack of visibility and workflow issues.* |

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| **Desired Outcome** *(List desired behaviors, knowledge, skills, etc)* |
| *Develop friendly relationships with co-workers.*  *Be more present and connected.*  *More visibility on what Ned is working on.* |

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| **Benefits of Change** *(How will employee actions or performance be positively impacted?)* |
| *Ned will be more comfortable sharing with teammates, increasing productivity and efficiency.*  *Ned will be more engaged and satisfied at work.*  *Improved team dynamic and office culture.* |

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| **Action Plan** *(What actions can be taken to achieve these goals?)* |
| *1. Use the group Slack channel regularly to stay connected*  *2. Create a collaborative status update document or task board*  *3. Training in office communication norms and practices*  … |

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| **Timeline** *(Write out a timeline for the plan and when to follow up)* |
| *Check in after one week to see how Slack and status updates are going.*  *After Ned’s training session in two weeks, assess communication skill improvement.* |