**Employee Coaching Form**

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| 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. |

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