

Coaching for Greater Effectiveness

Coaching Conversation Worksheet

The purpose of this conversation is to review recent activities and discuss what went well and what could be improved. Evaluate future activities to determine if they are on track, require additional resources or involve barriers that might prevent them from being successful. Additionally, review with the employee what values, competencies and/or skills could be a focus for them in the next few months. Concentrate on areas that would contribute to their own personal development, growth and success.

Name:

Date:

Key focus areas for meeting:

Discussion notes:

Action Plan:

- 1.
- 2.
- 3.

Next conversation scheduled:

High Impact Feedback: **Situation - Behavior - Impact - Intent**

S	SITUATION <ul style="list-style-type: none">• When and where the behavior occurred.• Be specific about the time, place and circumstances.
B	BEHAVIOR <ul style="list-style-type: none">• Describe the observable behavior as you saw it.<ul style="list-style-type: none">○ Stick to behaviors (e.g., what a videotape would capture).○ Avoid judgement (e.g., you weren't listening to me).
I	IMPACT <ul style="list-style-type: none">• Describe what you thought or felt in response to the behavior• Describe your perception of how others reacted to the behaviors
I	INTENT <ul style="list-style-type: none">• Inquire about the intention of the behavior• If there is no alignment between the intent and the impact, ask what might happen differently next time to have the desired impact.

