

### Coaching Worksheet

*Use this worksheet to prepare for and make notes of your coaching discussion*

Employee name \_\_\_\_\_

Supervisor name \_\_\_\_\_ Meeting date \_\_\_\_\_

<b>Performance Areas Meeting and Exceeding Expectations</b>
<b>Performance Areas Identified for Improvement</b>
<b>Additional Discussion Items</b> (e.g., project updates, progress on priorities, training and professional development, employee's concerns)
<b>Next Steps in Employee Development</b> (for both the supervisor and employee)