Coaching Note

Participant's Information:

Name: Jose Lim

Role/Position: Software Engineer

Company/Team: XYZ Corporation

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Date of Session: August 7, 2023

Purpose/Agenda of Session:

Today's session focused on improving Jose's leadership skills within his project team, particularly his ability to delegate tasks effectively. We also discussed the importance of maintaining an active lifestyle for overall health and stress management. The session concluded with some feedback on his lesson plan for the coding seminar he's preparing to teach next week.

Observations:

Jose has been very proactive in taking on tasks within his team, often shouldering much of the work himself. However, he appears to be reluctant when it comes to delegating tasks to his team members.

Jose has been maintaining a regular fitness routine but is experiencing difficulty in balancing work, exercise, and personal time. He has shown great enthusiasm towards the upcoming coding seminar, but the lesson plan lacks some key teaching strategies.

Feedback/Discussion:

We discussed the importance of trust in a team and how effective delegation can improve overall team performance and job satisfaction. Jose was receptive to the feedback and agreed to work on this aspect. We also talked about the importance of maintaining a balanced routine, and suggested incorporating some relaxation techniques into his daily routine.

For the coding seminar, we discussed a few interactive teaching strategies he could implement to ensure a more engaging learning experience.

Action Plan:

1. Leadership: Practice delegation during the next project cycle, ensuring all team members have clear responsibilities.
2. Personal Development: Experiment with different relaxation techniques and set aside specific "me" time each week.
3. Teaching Seminar: Revise the lesson plan to incorporate suggested teaching strategies.

Goals/Expectations:

1. Long-term goal: To grow into a strong leader who can effectively manage his team and projects.

2. Expectations for the next session: To provide feedback on the results of delegation practice and progress on maintaining a balanced lifestyle, and to present a revised lesson plan.

Follow-up: Next session scheduled for August 18, 2023.