

Employee Coaching

Employee Information

Name: _____

Position: _____

Department: _____

Coaching Date: _____

Coach/Manager: _____

Coaching Objectives

Objective 1:

Objective 2:

Objective 3:

Performance Assessment

Strengths

1.

2.

Areas for Improvement

1.

2.

Action Plan

Action Item 1

- Description:

- Deadline: _____

Action Item 2

- Description:

- Deadline: _____

Feedback and Support

Feedback provided during session

1.

2.

Support required

1.

2.

Progress and Follow-Up

Progress Review Date: _____

Notes from Follow-Up Session

1.

2.

Additional Notes

Coach/Manager Signature: _____

Employee Signature: _____