

Employee Coaching

Employee information	
Name:	Position:
Manager/supervisor:	Date:
Session duration:	
Session type:	
Scheduled review	Performance improvement
Career development	Other:
Concern/issue/area of focus	
Strengths	Areas for development
Goals	
Include success metrics, resources needed, and timeline.	
Short-term goals	Long-term goals
Action plan	
Action item 1:	
Document description, persons involved, due date, resources, and support required.	

Action item 2:

Action item 3:

Follow-up review date:

Additional notes

Employee's signature:

Date:

Manager's signature:

Date: