



One-on-One Coaching Review Sheet

Instructions: Ask the following to each of your employees during regularly scheduled one-on-one reviews (Weekly, Bi-Weekly, Monthly).

Employee Name

Date:

Updates: Ask your employee whether he/she has any updates or status for you on anything related to his/her work responsibilities or outstanding tasks

Results Review: Review your employee's recent results, quality of work and the feedback you receive about him/her from others *(be detailed and fact based, comparing results to expectations)*

Actions Review: Review your employees recent actions & behaviors *(be detailed and offer evidence for any claims made, comparing actions to expectations)*

Progress for Existing Improvement Areas

What improvements can be celebrated? *(list them below)*

What lessons can be learned from ineffective results/inappropriate actions? *(list them below)*



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Coaching Improvement Plan

Areas where improvement is needed

Evidence to confirm improvement is needed

Why is this important?

Employee's suggestions for how to improve: List the ideas your employee has to improve

Your suggestions for how employee can improve: List the ideas you offer your employee to help him/her improve

Agreed upon paths forward: List the details for agreed upon next steps

Employees Actions/Behaviors

Deliverables

Deadlines

Monitoring Methods

Two-way coaching

Ask employee: "How am I doing as a manager?" or "how can I help you be more successful?" Record your employee's answer here: