



Name of Employee \_\_\_\_\_

Date \_\_\_\_\_

**Current State of Behavior:** *List the current behaviors, trends or results of the employee's performance that concern you*

**Desired State of Behavior:** *List some desired behaviors, trends or results of the employee's performance you wish to see*

The Table Below Outlines the 5 Steps in Coaching an Employee

<b>1. Defining the Current State</b> <i>What questions will you ask the employee to help them understand the current state of their performance?</i>
<b>2. Outline the Benefit and Impact of Change</b> <i>What questions will you ask the employee to help them understand the benefit of changing their approach?</i>
<b>3. Establishing Employee Ownership for the Change</b> <i>What questions will you ask the employee to help you evaluate their willingness to <u>own</u> their change?</i>
<b>4. Create an Action Plan</b> <i>What questions will you ask the employee to help them develop their own action plan?</i>
<b>5. Revisit and Reinforce</b> <i>What questions will you ask the employee to ensure you can follow up and evaluate progress?</i>