



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

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