



OARDC Coaching Worksheet

*Use this worksheet to prepare for and make notes of your coaching discussion
with employees*

Employee name _____

Supervisor name _____ Meeting date _____

Performance Areas Meeting and Exceeding Expectations

Performance Areas Identified for Improvement

Additional Discussion Items (e.g., project updates, progress on priorities,
training and professional development, employee's concerns)

Next Steps in Employee Development (for both the supervisor and employee)