



Coaching Conversation Prep Form

This guide is designed to help you prepare and facilitate a coaching conversation with leaders.

Leader I am Coaching: _____

PURPOSE Select one key competency to discuss and your goal for the conversation.

Assessing & Improving Performance Coaching & Developing Team

Focusing on Strategy Hiring/Selecting Team Members Delegation & Following up

The goal is to: Advance Skill Mitigate Issues Other: _____

COACH Share observations of the leader's actions, behaviors, and leadership style, as it relates to the key competency. Next, ask questions to engage in a dialogue that leads to action-steps.

Observations:

Coaching Questions:

ACT Guide the leader to own their development and identify clear action items that will progress them towards their goals.

Ideas & Action Items: