

Coaching Plan Worksheet

It's helpful to think through **what you want to accomplish** before having a coaching conversation. What do you want as the **outcome** of the conversation?

Prepare - organize your thoughts:

Feedback	What am I seeing? - <i>behaviors/actions</i>	What impact is this having?
Expectations	What do I want to see?	Why is this important?
Approaches	What questions can I ask to understand their perspective?	<p>Actively listen</p> <p><i>Restate what I'm hearing to show understanding</i></p>

In the conversation:

- Start with questions, then actively listen
- Share your feedback - with the impact – include any expectations or “the why”
- Seek solutions – move to agreement

Always conclude a conversation with:

Agreements	Next Steps	Plan for Follow Up
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