



Coaching Action Plan



Team Member I want to coach:



What is this individual's skill vs. will level? (consider diagnostic questions below)



Diagnostic questions I can use:

- Have you ever seen this person perform tasks at or above the required standard?
- Is this individual's general attitude and demeanor positive, professional, engaged, and committed?
- Have you recently spotted any negative behaviors, lack of engagement, or commitment?
- Has something happened in the organization, work or personal environment that may be affecting this individual?



Capabilities to develop for this individual



What have I observed? (specific examples)



What else do I need to do to fully assess and prepare for the coaching conversation?



What do I want to say during the coaching conversation?



What are my early ideas for how to proceed with this individual's development?