



Review	
	<p>Challenges encountered</p> <p>Compare to performance standards</p> <p>Recognition / Encouragement</p> <p>Review metrics, if applicable</p>

Preview	
	<p>Expectations clearly set?</p> <p>Desired results</p> <p>Responsibilities</p> <p>Boundary conditions</p> <p>Level of authority</p>

Plan & Prioritize	
	<p>Biggest challenge this week?</p> <p>Compare priorities to objectives/goals</p> <p>What do you need from me?</p> <p>Resources needed</p>

Issues/Notes	
	<p>Ability, resource, or attitude?</p> <p>What happened?</p> <p>How can we avoid in the future?</p>

<p>Coaching Priorities:</p> <ul style="list-style-type: none"> • Communicate • Establish Direction • Provide Support 	<p>Coaching Keys:</p> <ul style="list-style-type: none"> • Listen more than you speak • Focus on understanding • Clarify with questions 	<p>Coaching Questions:</p> <ul style="list-style-type: none"> • What is preventing you from succeeding? • What could you do differently? • What can I do to help you?
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