

Performance Evaluation Program

Coaching Tool & Log Sheet

Employee's Name:		Key duties the employee is expected to perform, as reflected in the job description (Minimum of 3):
Department:		1.
Division:		2.
Position Title:		3.
Date of Hire:		4.
Employee ID:		5.
Overall Rating (Section IV):		6.

GROW Coaching Model – Development Plan 1:

SMART (Specific, Measurable, Attainable, Relevant and Time-bound) Goal: What do you want the employee to do to reinforce or improve this behavior?	
Reality: Where are they now? Current reality with resources, environment, motivation and etc.	
Options/Obstacles: What can they do? What obstacles may come their way?	
Way: What way or actions will the employee commit to doing?	

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GROW Coaching Model – Development Plan 2:

SMART (Specific, Measurable, Attainable, Relevant and Time-bound) Goal:
What do you want the employee to do to reinforce or improve this behavior?

Reality: Where are they now? Current reality with resources, environment,
motivation and etc.

Options/Obstacles: What can they do? What obstacles may come their way?

Way: What way or actions will the employee commit to doing?

GROW Coaching Model – Development Plan 3:

SMART (Specific, Measurable, Attainable, Relevant and Time-bound) Goal:
What do you want the employee to do to reinforce or improve this behavior?

Reality: Where are they now? Current reality with resources, environment,
motivation and etc.

Options/Obstacles: What can they do? What obstacles may come their way?

Way: What way or actions will the employee commit to doing?

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Conversation Starter Checklist...

- ✓ Talk in a private area and as close to the occurrence as possible.
- ✓ Come prepared with documentation, the policy and/or standards of conduct guidelines.
- ✓ Say “I” statements and speak to what you have observed.
- ✓ Make it about the behavior, not their personality (i.e. Don’t say, “You are lazy.” Say, “I have noticed you asking people to do your work. Is everything okay?”).
- ✓ Listen by not assuming what an employee is going to say. Try not to interrupt.
- ✓ Be thoughtful in your responses.
- ✓ Let the employee give you their options and commitments versus you telling, offering advice or going into problem solving mode. We want employees to think for themselves and come to you with solutions.

Date	Time	Coaching Conversation Summary	Next Actions	Signatures*

* Signatures indicate acknowledgement that a conversation between the supervisor and employee occurred.



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