

Coaching Plan Template

Improvement Required	Standard Required	Action Required (When, How, By Whom)	Assistance to be Provided
Your management of Monthly Team Meetings is weak and needs significant improvement. Participant feedback is that meetings start late, agendas aren't completed, there is inadequate review of actions agreed from prior meetings, business performance metrics aren't available or aren't accurate, important issues like health and safety often aren't covered, the meetings are undisciplined causing them to consume unnecessary time, action points often aren't circulated for 2 to 3 days leaving little time to complete actions before the next meeting.	1. Meetings always start promptly. 2. Standard agenda formats used. 3. All agreed actions from the previous meeting are reviewed at the beginning of the meeting. 4. Standard business performance metrics are circulated in advance or provided at the beginning of the meeting. 5. Meeting is chaired efficiently to avoid wasted time. 6. Action points are circulated on the same day allowing maximum time for completion.	1. Effective immediately you will attempt to implement all items 1-6 to the required standard. The assistance identified will be provided. 2. As your manager I will sit in on meetings starting in three weeks time, get some feedback from participants and we will discuss progress one month from now.	In the next two weeks you will attend the Monthly Team Meeting run by Philippa Perfect at the neighbouring centre to observe and learn how a well-run meeting is set up and run. Philippa perfect will sit in on your next two Meetings and give you feedback afterwards about how you can improve.
We've agreed to develop you for potential future promotion to CM. This includes becoming competent in the area of local business development (per our job description). Over the next six months we will work to develop your skills in the BD area.	<i>[Define excellence in the context of performance and behaviour expectations for a CM. Maybe use the job description or other statement of performance standards.]</i>	<i>[Stipulate an action plan for growing the CMs capability in the area concerned. Who will be involved? What will they do to assist the CM? What is the CM expected to do? Shadow an expert? Go on a course? Etc etc. Your list should include when, how and who will be involved.]</i>	<i>[Who will assist? What will the employee's manager do to ensure the development happens?]</i>