



Performance Matters

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***Accident Fund Insurance
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Team Coaching Planner

Employee	First Name	Time Allocated
New Employees <i>New to Team</i>		
High Performers <i>Top 25%</i>		
Middle Performers <i>Mid 50%</i>		
Lower Performers <i>Bottom 25%</i>		

Before	During	After
Observe and identify performance or behavior that needs to be reinforced or improved	Share meeting objective and your observation	Follow-up with regular quick check-in until performance/behavior consistently continues or improves
Clarify specific measurable objective for coaching	Objectively inquire rationale from employee	
Determine ideal time and location considering the employees geography and relational style	Question to better understand the employee's rationale	
	Share perspective and align with departmental goals	
	Jointly plan sustainability and next steps	

Coaching Session Planner

Coaching Session Objective - *What are we going to discuss and your observation*

Questions to Understand Employee Rationale – *Prepare to be objective, not confrontational*

Share your Perspective – *Align with your departmental goals*

Jointly plan Sustainability and Next Steps – *Specific and actionable for both of you*

Strategic Prioritization

GOT Strategy

G

Clear & Measurable GOAL

O

Options for your GOAL

T

WHAT will you DO by WHEN?

