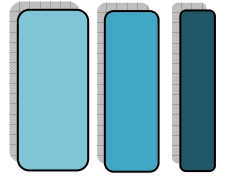


Sample Coaching



Below are examples of when you might have to coach.

Check off the coaching situations that you need to address.

AN EMPLOYEE IS:

| | |
|----------------------------------|-------------------------------------|
| Missing deadlines | Not following through |
| Not returning calls and messages | Coming to work late |
| Ignoring policies | Using equipment incorrectly |
| Unprepared for a meeting | Skipping tasks to save time |
| Cranky to colleagues | Undermining, complaining |
| Not able to be found easily | Making inappropriate jokes |
| Not following a new policy | Avoiding unpleasant tasks |
| Doing only the minimum | Breaking confidentiality; gossiping |
| Falling behind the schedule | Not following procedures |
| Unprofessional | Misinforming co-workers |
| Disorganized, forgetful | Causing low morale |
| Taking long breaks | Rude to customers |
| Unrealistic about plans, goals | Taking stress out on others |
| Inattentive at meetings | Sending sloppy correspondence |

How will you make your coaching individualized and instructional?