

EMPLOYEE LEARNING GOALS PREP TOOL

Preparing for Your Coaching Conversation

This conversation is your opportunity to reflect, grow, and get support. A little preparation will help you make the most of it.



Your Focus Area

1. What is one skill or area you want to develop right now?

Keep it specific (e.g. stakeholder communication, time management, confidence in meetings)

2. Why is this important for you right now?

3. What impact would this have on your role or goals?

4. Your Current Reality

What's going well in this area?

5. What are you finding challenging?

6. What's holding you back?

What might be getting in your way?

7. What support would help you move forward?

(e.g. feedback, opportunities, guidance, tools)

8. Your Next Step

What is one action you can commit to after this conversation? Be ready to discuss this in your 1:1.



MANAGER COACHING TOOL

Running a Meaningful Coaching Conversation

This tool is designed to support meaningful coaching conversations that build confidence and guide development.



1. Set the Tone

- Create a safe, open space
- Be present and listen fully
- Focus on development—not evaluation

2. Ask, Don't Tell

Use questions to guide the conversation:

- What do you want to improve right now?
- What's been working well for you?
- Where are you feeling challenged?

3. Clarify Expectations

- Be honest about what's realistic
- Align on priorities
- Focus on one priority area to avoid overwhelm

4. Offer the Right Support

- Share specific feedback
- Suggest practical actions
- Provide opportunities to apply learning

5. Agree on One Clear Action

Before ending, align on:

- One specific, measurable next step
- What success looks like
- When you'll follow up

What to Avoid

- Turning it into a performance review
- Doing all the talking
- Leaving without clear next steps

Great coaching isn't about having all the answers — it's about **helping** others find their own.

