

# Respect-based Performance Coaching Sheet

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Topic: \_\_\_\_\_

Please review your \_\_\_\_\_ and be prepared to answer the following questions when we meet on \_\_\_\_\_ at \_\_\_\_\_ a.m./p.m.

What are the Bright Spots (specific things that you are doing well)?

What are the Opportunities (specific things that you could be doing better)?

Please list the specific action steps you could take to address the Opportunities identified above.

What resources and/or assistance do you need from me?

When will you start implementing the agreed-upon action steps?

We will meet again on \_\_\_\_\_ at \_\_\_\_\_ a.m./p.m. to follow up.