

# Employee Performance Improvement Coaching Template

 Coaching Session Date: \_\_\_\_\_

 Employee Name: \_\_\_\_\_

 Leader/Coach: \_\_\_\_\_

## 1. Define the Performance Challenge

- What specific performance issue needs to be addressed?
- What impact does it have on the team/business?

☒ Example: "Missed project deadlines have delayed delivery for clients."

## 2. Set Clear Expectations

- What is the expected level of performance?
- How will success be measured?

☒ Example: "Complete projects on time and improve task management by using a planning tool."

## 3. Identify Root Causes

- What's preventing success (skills, resources, motivation, external factors)?
- Has the employee encountered similar issues before?


## 4. Develop an Action Plan

Action Step	Owner	Deadline	Resources Needed
Attend Leader Training	Employee	tnng date	training funding
Implement Project tracking system	Employee	date	Software access /Template access
Weekly check-ins	Leader	ongoing	meeting time blocked on calendar

## 5. Follow-Up & Accountability

- When will progress be reviewed?
- How will improvements be tracked?
- What support will be provided?

 17 Next Check-in Date: \_\_\_\_\_

 Final Notes & Commitments:

✓ \_\_\_\_\_

✓ \_\_\_\_\_

✓ \_\_\_\_\_

\_\_\_\_\_  
Leader Signature

\_\_\_\_\_  
Team Member Signature