BETTER
than yesterday
COACHING, LLC.

Name:

Position:

Number of direct (and, if applicable indirect reports):

How would you define the culture at your workplace? On your team?

What do you do to ensure your culture is maintained?

What is one thing your team does consistently well?

What is one thing you think your team members could be doing better?

List everything that is expected of you in any given day:

      Of those, what are the three most important things you personally have to accomplish?

      Of those, what is something you could delegate to someone else?

What is the most frustrating part of your role?

What is one thing within your power that you could do differently to change the frustration?

How do you onboard new team members? What is your process for making sure they know what is expected of them?

What is your process when a change is occurring? How do you make sure everyone knows the updated expectations and executes on it?

When was the last time you had a difficult coaching conversation at work?

On a scale of 1-10, 1: being in your element and 10: being completely outside of your comfort zone, how comfortable did you feel during the conversation?

Did the team member's performance change after the coaching was delivered?

When was the last time you surveyed your team on how they like work/ feel about your leadership style? What were the results from that feedback? If it wasn't a formal survey, when was the last time you asked for feedback informally?

Is there anything else that would be beneficial to share related to your work, your team, and your performance?