

15-Minute Coaching Conversation

One page. One conversation. One clear commitment.

KALEIDOSKOPE

Employee	Name	Date	DD / MM / YYYY
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STEP 1 OPEN	Ask: "What's the one thing you want to resolve in our 15 minutes?"
Topic / Focus	What does the employee want to work on today?

STEP 2 GOAL	Ask: "What would success look like? What would I see you doing differently?"
Observable Goal	Describe success in concrete, observable terms (what would you see on camera?)

STEP 3 REALITY	Ask: "What have you tried? What's the single biggest blocker right now?"
Blockers	Note 1 to 2 key facts. Do not spend more than 4 minutes here.

STEP 4 OPTIONS	Ask: "Name three actions: one low-cost, one bold, one that involves someone else."
Option 1 Option 2 Option 3	List all three before offering your own view.

STEP 5 COMMITMENT	Ask: "What will you do, by when, and how will you measure it?"
Chosen action Deadline Success measure	Be specific. "After [trigger], I will [action]" works best.

STEP 6 CLOSE	Ask: "Confidence level 1 to 10? Send me a one-line update before we meet."	Follow-up date	DD / MM / YYYY
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Confidence score (1–10)	<i>Score:</i> _____ <i>Notes:</i>
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Based on the GROW model by Sir John Whitmore (1980s) · Target: 80%+ actions completed · kaleidoskope.co