

Coaching Conversation Worksheet

A structured approach to preparing for every coaching conversation.

EMPLOYEE INFORMATION

Employee Name: _____ Position: _____
Leader: _____ Date: _____

COMMITMENT UPDATE

How did you do on commitments from our last conversation?

F FOCUS

What is the goal? What activities lead to results?

R REALITY

What's actually happening? Any challenges or training gaps?

O OWNERSHIP

How do you see the situation? Where are you aligned?

N NEXT STEP

What will you do? What do you recommend?

T TIME

When will it happen? What cadence makes sense?

NOTES

Additional observations, questions, or follow-ups.

PROPOSED COMMITMENT

What will you do before our next conversation?