

Coaching Tool Form



Use the Coaching Tool to document communication and training issues between an employee and his/her supervisor. Place a copy in the employee's file.

From:

Name:	Position:	Date:
-------	-----------	-------

Regarding:

Employee Name::	Facility:	Position:
-----------------	-----------	-----------

1. I have made the following observation of employee's work performance or conduct:	
2. I have informed the employee of the following standards that will be expected from him/her in the future.	
3. Plan: a) The employee should write how he/she will accomplish the expected standards. b) The supervisor should write how he/she would like the employee to accomplish the expected standards.	
4. These standards are important because of the following impact on the work environment: a) Employees response: b) Supervisors' response:	
5. These matters will be reviewed within _____ days	
Manager/Supervisor	Date:

I have read and received a copy of the above statement. I ☐ do ☐ do not wish to submit written comments of my own regarding this matter. (Write comments on back of this form.)

Employee:	Date:
-----------	-------



Coaching Tool Form

