

Effective Performance Coaching Model

1. **Pre-Meeting Preparation:** Before the meeting, take some time to review your employee's performance data, past discussions, and potential coaching points. Enter the meeting with a positive mindset, ready to have a constructive conversation.
2. **Positive Start:** Kick off the meeting with some upbeat energy and a few informal questions to break the ice and set a friendly tone.
3. **Set the Scene:** Clearly outline the purpose of the meeting and emphasize the importance of open, honest communication. Let your employee know that this is a collaborative effort.
4. **Formulate and Focus on the Topics:** Work with your employee to identify the specific topics you want to cover, whether it's performance goals, areas for improvement, or career development.
5. **Get More Insight and/or Give More Clarity:** Ask questions to gain a deeper understanding of your employee's perspective and challenges. If needed, provide clarity on any issues or misconceptions.
6. **Seek and/or Suggest Solutions:** Encourage your employee to brainstorm solutions to the challenges you've identified. Offer your own suggestions, but make sure your employee feels empowered to contribute their ideas.
7. **Get Agreement:** Once you've discussed potential solutions, make sure your employee is on board with the proposed action steps. Their buy-in is key to making progress.
8. **Set Goals and Make an Action Plan:** Together, set SMART (Specific, Measurable, Achievable, Relevant, Time-bound) goals and create a clear action plan outlining who does what by when.
9. **Summarize and Follow Up:** Recap the key points from your meeting and discuss how you'll follow up on the action plan. This helps ensure accountability and ongoing support.
10. **Schedule and Follow-up:** Before wrapping up, confirm the schedule for your next meeting and express your appreciation for your employee's efforts. This reinforces a positive relationship and encourages continued growth.

By following these steps, you'll be able to have meaningful, productive conversations with your team members that not only address immediate concerns but also contribute to their long-term development and success.