

# COACHEE PDP & GOAL EVALUATION Template

Coachee Name and Title	John Sanns, System Analyst	Evaluation for the period:	3 weeks
Supervisor Name and Title	Robert Williams	Department:	Cappayments, Internal System

The evaluation below deems as a contractual agreement between yourself the Coachee and your appointed Coach to ensure support, guidance, and assistance during the mentioned evaluation period. Any failure to comply with the said agreement and or not meeting of deadlines for activities, attending agreed meeting dates will result in an analysis of performance and removal from the program. By signing and agreeing to the Coach plans below you commit to your full loyalty and understand that the coaching service is for your benefit ONLY.

## ACHIEVEMENTS, ACCOMPLISHMENTS, AND RESPONSIBILITIES *(completed by Coach)*

John Sanns, System Analyst, has successfully overseen the programming team's operations, ensuring productivity, compliance, and

collaboration for organizational success. He has effectively set performance goals and objectives for the programmers, monitored

their productivity and performance, and resolved conflicts within the team. Additionally, John has trained and developed programmers

to enhance their skills and capabilities, ensuring alignment with company policies and procedures.

## STRENGTHS/WEAKNESSES *(completed by coachEE)*

STRENGTHS	WEAKNESSES
<input checked="" type="checkbox"/> Determined <input checked="" type="checkbox"/> Dedicated <input checked="" type="checkbox"/> Versatile <input checked="" type="checkbox"/> Creative <input checked="" type="checkbox"/> Enthusiasm <input type="checkbox"/> Patience <input type="checkbox"/> Discipline <input type="checkbox"/> Motivated <input type="checkbox"/> Communicator <input checked="" type="checkbox"/> Team Player <input type="checkbox"/> Goal orientated	<input type="checkbox"/> Being too critical <input checked="" type="checkbox"/> Procrastination <input checked="" type="checkbox"/> Impatient <input checked="" type="checkbox"/> Nervous around people <input type="checkbox"/> Aggressive debater <input type="checkbox"/> People pleaser <input type="checkbox"/> Lack time management <input checked="" type="checkbox"/> Indecisive <input type="checkbox"/> Bad loser <input checked="" type="checkbox"/> Sensitive <input type="checkbox"/> Overload of responsibilities

<input type="checkbox"/> Self-Confident <input type="checkbox"/> Ability to prioritise <input type="checkbox"/> Well-organised <input type="checkbox"/> Assuming responsibility <input type="checkbox"/> Cope with failure <input type="checkbox"/> Sound decision maker <input type="checkbox"/> Supportive <input type="checkbox"/> Reliable <input type="checkbox"/> Observant	<input type="checkbox"/> Resistance to change <input type="checkbox"/> Over idealistic <input type="checkbox"/> Too selfless
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### AREAS FOR DEVELOPMENT (completed by coach)

SKILL	ATTITUDE	KNOWLEDGE
<input type="checkbox"/> Workplace Activities	<input type="checkbox"/> Emotional Intelligence	<input type="checkbox"/> Finance
<input type="checkbox"/> Interpersonal Relations	<input checked="" type="checkbox"/> Conflict Handling	<input checked="" type="checkbox"/> How to solve problems?
<input type="checkbox"/> Networking	<input type="checkbox"/> Time Management	<input type="checkbox"/> How to think critically?
<input type="checkbox"/> Administration	<input type="checkbox"/> Assertion	<input type="checkbox"/> How to organize?
<input checked="" type="checkbox"/> Management		<input type="checkbox"/> How to delegate?
<input type="checkbox"/> Control		<input type="checkbox"/> Understand administration principles
<input type="checkbox"/> Delegation		<input type="checkbox"/> Create a better self esteem
<input type="checkbox"/> Organising		<input type="checkbox"/> How to handle conflict?
<input type="checkbox"/> Problem Solving		<input type="checkbox"/> How to manage myself?
		<input checked="" type="checkbox"/> Filing
		<input type="checkbox"/> How to take Minutes of meetings
		<input type="checkbox"/> How to manage a team?
		<input type="checkbox"/> How to manage time?
		<input type="checkbox"/> How to be assertive?
		<input type="checkbox"/> Creating interpersonal relations
		<input checked="" type="checkbox"/> Reporting writing
		<input type="checkbox"/> Strategic Management

		<input type="checkbox"/> Human Resource Management
		<input type="checkbox"/> Oral communication
		<input type="checkbox"/> Business Writing

Indicate the area in which the coachee should be focusing on from the above: i.e., from the skills and attitude columns, there should be at least one area from knowledge that will apply.

The indicator on growth will be the necessary knowledge the learner needs to learn and enhance the attitude toward obtaining the skill to increase performance.

1.The coachee should prioritize enhancing their conflict handling skills to effectively manage and resolve conflicts within the team and promote a harmonious work environment.

2.Addressing resistance to change is crucial for the coachee to adapt to new processes, procedures, and initiatives within the organization. Developing a more open and flexible attitude toward change will contribute to their overall effectiveness as a manager.

3.Acquiring knowledge on effective problem-solving techniques will enable the coachee to approach challenges and issues with a structured and analytical mindset. This knowledge will enhance their ability to identify, analyze, and implement solutions to complex problems, ultimately improving team performance and productivity.

## GOALS AND OBJECTIVES DURING THIS EVALUATION PERIOD – completed by coach

- Set SMART Goals
- Improve conflict resolution skills through conflict handling workshops.
- Address resistance to change by attending change management training.
- Enhance problem-solving abilities by acquiring knowledge on effective problem-solving techniques.

### Evaluation (*completed by coachee*)

- Do you agree with the above goal? ☒Yes ☐No
- Are you satisfied with the evaluation done on areas to improve? ☒Yes ☐No

If you disagree, explain, and discuss what you are not in agreeance with, with your coach.

### CAREER DEVELOPMENT PLAN (completed by coach)

Development Objectives Skills, Knowledge or Attitude	Activities/Training to achieve the objectives	Support/Resources needed to meet objective	Target Date for achievement	Actual Date achieved
Participate in change management training sessions. Acquire knowledge on effective problem-solving techniques. Change Management, Problem Solving	Attend change management and problem-solving workshops.	Access to relevant training programs.	Change Management: 22/02/2024 Problem Solving: 28/02/2024	Change Management: 22/02/2024 Problem Solving: 28/02/2024
Enhance conflict resolution skills. Address resistance to change and improve problem-solving abilities. Conflict Handling, Change Management, Problem Solving	Attend conflict handling workshops.	Access to relevant training programs.	Conflict Handling: 20/02/2024	Conflict Handling: 20/02/2024

Meetings will be held on day after target dates set for achievement of the PDP above.

### Coachee SIGNATURE/COACH signature

Signature		Signature	
Name	John Sanns	Name	Robert Wiliams
Date	22 Feb 2024	Date	22 Feb 2024

This section is completed during/after the coaching process and observations.

Coachee Name and Title	John Sanns, System Analyst	Evaluation for the period:	3 weeks
Coach Name and Title	Robert Wiliams	Department:	Cappayments, Internal System

## FEEDBACK ON ACHIEVEMENTS, ACCOMPLISHMENTS, AND RESPONSIBILITIES (COMPLETED BY COACH)

How well did the learner respond to learning?

The learner responded positively to learning, demonstrating enthusiasm and dedication in acquiring new skills and knowledge.

They actively participated in training sessions and applied learned concepts effectively in their work tasks.

Where there any changes in behavior?

Yes, there were noticeable changes in the learner's behavior. They exhibited improved problem-solving abilities, conflict resolution skills, and a more proactive approach to addressing challenges. Additionally, they demonstrated increased adaptability and openness to change, which positively impacted team dynamics and productivity.

Any additional suggested learning areas to improve this evaluation?

While the learner has made significant progress in the areas identified, further development in strategic decision-making and leadership skills could enhance their effectiveness as a manager. Additionally, ongoing training in communication and stakeholder management would contribute to their professional growth and ability to navigate complex organizational environments.

## Reflection on ACHIEVEMENTS, ACCOMPLISHMENTS (COMPLETED BY COACHEE)

✓ What did you achieve during the coaching process? Explain

During the coaching process, I achieved significant growth in my problem-solving abilities, conflict resolution skills, and change management competencies. I developed a deeper understanding of effective leadership practices and learned practical strategies for enhancing team collaboration and productivity.

✓ How will this help during your business day?

During the coaching process, I achieved significant growth in my problem-solving abilities, conflict resolution skills, and change management competencies. I developed a deeper understanding of effective leadership practices and learned practical strategies for enhancing team collaboration and productivity.

✓ Which area/s would you still like to develop?

While I have made significant progress in various areas, I would like to further develop my strategic decision-making skills and refine my communication abilities. Strengthening these areas will allow me to make more informed decisions, effectively communicate objectives and expectations, and foster stronger relationships with colleagues and stakeholders.

This section is completed during/after the coaching process and observations.

### Evaluation (**COMPLETED BY COACHEE**)

**Coach Rating – On a scale from 1 – 5 (1 being the good and 5 excellent) how well did the coach:**

Which areas could the coach improve on?

<b>RATING</b>	1	2	3	4	5
Support You				X	
Understand your needs					X
Give efficient and effective feedback					X
Express patience				X	

### COACH EVALUATION (**COMPLETED BY COACH**)

How well did you execute the following with the coachee?

<b>RATING</b>	1	2	3	4	5
Support You					X
Understand your needs				X	
Give efficient and effective feedback					X
Express patience			X		

This section is completed during/after the coaching process and observations.

**Indicate your strengths and weaknesses during the process:**

STRENGTHS	WEAKNESSES
<input type="checkbox"/> Determined	<input type="checkbox"/> Being too critical
<input checked="" type="checkbox"/> Dedicated	<input checked="" type="checkbox"/> Procrastination
<input checked="" type="checkbox"/> Versatile	<input checked="" type="checkbox"/> Impatient
<input type="checkbox"/> Creative	<input type="checkbox"/> Nervous around people
<input checked="" type="checkbox"/> Enthusiasm	<input type="checkbox"/> Aggressive debater
<input type="checkbox"/> Patience	<input type="checkbox"/> People pleaser
<input type="checkbox"/> Discipline	<input checked="" type="checkbox"/> Lack time management
<input type="checkbox"/> Motivated	<input type="checkbox"/> Indecisive
<input type="checkbox"/> Communicator	<input type="checkbox"/> Bad loser
<input type="checkbox"/> Team Player	<input checked="" type="checkbox"/> Sensitive
<input checked="" type="checkbox"/> Goal orientated	<input type="checkbox"/> Overload of responsibilities
<input type="checkbox"/> Self-Confident	<input checked="" type="checkbox"/> Resistance to change
<input type="checkbox"/> Ability to prioritise	<input type="checkbox"/> Over idealistic
<input checked="" type="checkbox"/> Well-organised	<input type="checkbox"/> Too selfless
<input type="checkbox"/> Assuming responsibility	
<input type="checkbox"/> Cope with failure	
<input type="checkbox"/> Sound decision maker	
<input type="checkbox"/> Supportive	
<input type="checkbox"/> Reliable	
<input type="checkbox"/> Observant	

What would you do to improve performance?

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This section is completed during/after the coaching process and observations.

## OVERALL COACH EVALUATION (COMPLETED BY COACH)

Criteria	Coachee Score	Coach Score	Overall Score	Percentage
Supportive	4/5	5/5	4.5/5	90%
Understand Needs	4/5	4/5	4/5	80%
Give Efficient and Effective Feedback	5/5	4/5	4.5/5	90%
Being Patient	3/5	4/5	3.5/5	70%
Overall Percentage				82.5%

**Percentage** = Overall Score / 10 \* 100

**Overall Percentage** = SUGB/4 \* 100

**25% and less** on individual scoring constitutes improvement and growth areas further (if necessary) CAREER DEVELOPMENT PLAN (completed by coach)

Development Objectives Skills, Knowledge or Attitude	Activities/Training to achieve the objectives	Support/Resources needed to meet objective	Target Date for achievement	Actual Date achieved
Participate in change management training sessions. Change Management Skills	Attend change management training sessions	Access to relevant training programs	03/03/2024	03/03/2024
Acquire knowledge on effective problem-solving techniques. Problem-Solving Skills	Enroll in a problem-solving workshop	Guidance and support from mentor	07/03/2024	07/03/2024
Enhance conflict resolution skills. Conflict Resolution Skills	Attend conflict resolution workshops	Access to conflict resolution resources	12/03/2024	12/03/2024

## Coachee SIGNATUREsupervisor signature

Signature		Signature	
Name	[Employee name] John Sanns	Name	[Supervisor name] CLeo Cole
Date	Click here to enter a date. 22 Feb 2024	Date	[End date] 22 Feb 2024