# **COACHING & DEVELOPMENT COMMUNICATION**

Professional Development Session - Confidential Document

Session Date: September 3, 2025

Employee: Mike Jones Employee ID: emp-023

Position: [Role]

Session Type: Automated Performance Score: 58%

PIP ID: 47855865-ade9-455f-aab9-a9912fd64bf2

Status: Needs Immediate Attention

## **COACHING & DEVELOPMENT**

COMMUNICATION Date: September 17, 2025 Employee: [Employee Name] Position: [Position] Current Performance Score: 58% Dear [Employee Name].

#### • CURRENT PERFORMANCE ASSESSMENT:

Your recent performance score of 58% indicates areas requiring immediate attention and focused development. This coaching communication outlines specific steps to help you succeed in your role. 1. FUNDAMENTAL SKILLS DEVELOPMENT Review core competencies required for your position • Complete relevant training modules within the next 2 weeks • Schedule 1:1 meetings with your supervisor twice weekly . Document questions and challenges for discussion 2. TASK MANAGEMENT & QUALITY • Carefully review all task requirements before beginning work • Use checklists to ensure completeness • Seek clarification immediately when uncertain • Submit work for review before final completion 3. COMMUNICATION & COLLABORATION • Proactively communicate progress and obstacles • Participate actively in team meetings • Ask for help when needed - this shows initiative, not weakness Provide regular status updates on ongoing projects

#### • PERSONALIZED RECOMMENDATIONS:

% % IMMEDIATE ACTION PLAN (Next 30 Days) % % % % Complete skills assessment with your manager %; Enroll in relevant training programs %; Establish daily check-in routine %; Set up weekly progress review meetings %; Create personal improvement tracking

#### system

#### • RESOURCES AVAILABLE:

Online training library access Mentoring program enrollment Department expertise sharing sessions Professional development budget allocation

• SUCCESS METRICS:

Weekly performance score tracking Task completion quality assessments Peer feedback collections Self-assessment evaluations

• NEXT STEPS:

## RECOMMENDED ACTION ITEMS

- Immediate performance improvement required daily check-ins
  - Complete additional training modules within 2 weeks
  - Submit work for review before final completion
  - Document questions and challenges for discussion

## **NEXT STEPS & FOLLOW-UP**

- Next coaching session: 9/10/2025
- Progress review and goal adjustment as needed
- Continued support through available development resources

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