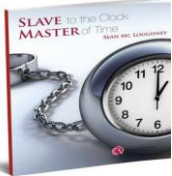



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Coaching that delivers a great performance

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CORE DISCUSSION POINTS

- the role of coaching for a manager
- how to structure a coaching session
- write a Personal Learning & Development Plan for the team

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your 100 day action plan

4

100-Day Action Plan

Start doing	Stop doing	Do more off
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Map your Plan

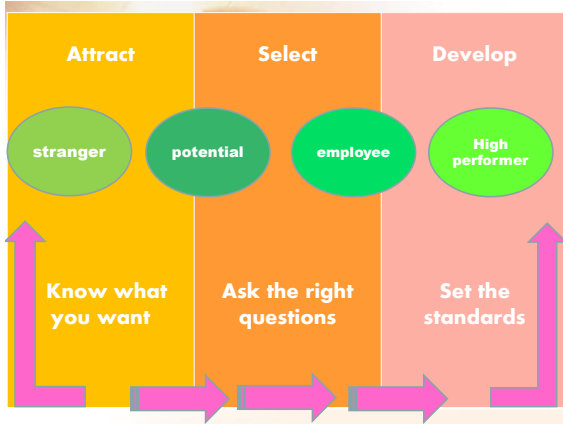
Dated:

WHAT: My top actions to start my personal plan are

WHY: I'm committing to these actions because

HOW: And the first step I'll take is

6



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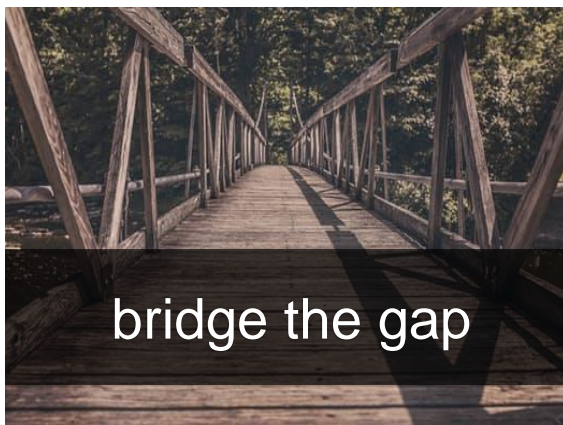
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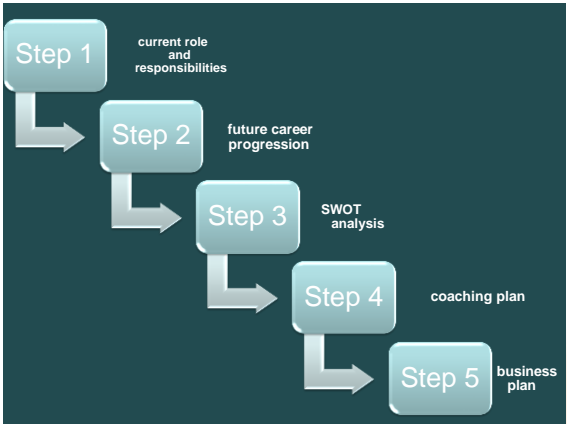
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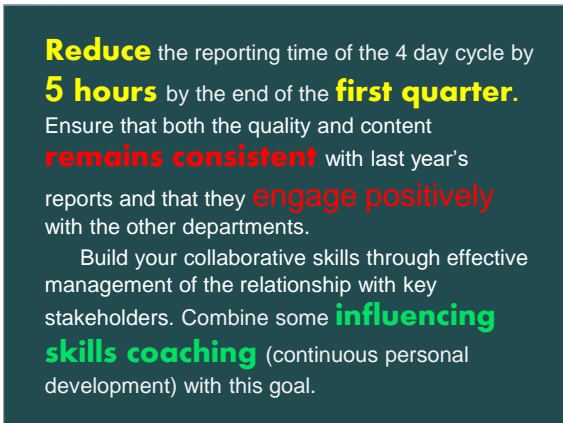
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Skills Bank	Skills analysis	Grade
Work – related skills		
People skills		
Specialists skills		
General skills		
Social skills		

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Name	Date	Department		Period
Strengths		Weaknesses		
Strong overall performance during the year, report writing & analysis Proactivity: took on two projects during the 2 nd & 3 rd quarters Good at developing trainees and updated the induction programme		Reluctant to manage upwards Business development and networking Presentation skills in meetings with key clients		
Opportunities		Threats		
Additional qualification: Tax Attend conference - networking Training workshops throughout the year - CPD		Competitive market Overlooked for a promotion in the last quarter		

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Name:	
Department:	
Manager:	
Last update:	
Analysis	
Areas for coaching	
Align the coaching session to the person's performance goals, career plan and their role	
Success indicators	
Describe what success looks like, how will you measure the outputs from the coaching sessions	
Key activities during coaching session	
Outline the activities and actions that will be taken during the coaching sessions	
Strategy	
Coaching	When
Record what took place and agreed how the person will practise and applied their learning.	Date of each session
Review session	When
Review progress made and give feedback	Date of follow up session
Staff Member's Signature	Date
Manager's Signature	Date

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Name:	
Department:	
Manager:	
Last update:	
Analysis	
SWOT analysis	
Align the coaching session to your role e.g presentation skills was weakness	
Success indicators	
Describe what success looks like, how will you measure the outputs from the coaching session	
Key activities during coaching session	
Outline the activities and actions that will be taken during the coaching session	

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Name:	
Department:	
Manager:	
Last update:	
Strategy	
Coaching	When
Record what took place and agreed how the person will practise and applied their learning.	Date of each session
Review session	When
Review progress made and give feedback	Date of follow up session
Staff Member's Signature	Date
Manager's Signature	Date

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Name:		
Department:		
Manager:		
Last update:		
	Analysis	
Business Plan	Individual	Development Needs
To build a leadership pipeline and retain the company's best talent	Career Progression	Key skills, knowledge & competencies for development
	Potential to be assistant manager within 1 year	Managing people, networking and how to present at a meeting
	Strategy	
Learning event	When	Expected Outcome
External training workshop – PEAK Leadership workshop	July	Ability to manage people effectively and understand the different ways of getting the best performance from people
Staff Member's Signature	Manager's Signature	HR's Signature

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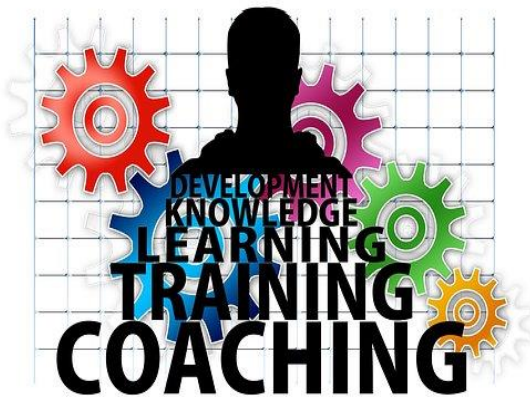
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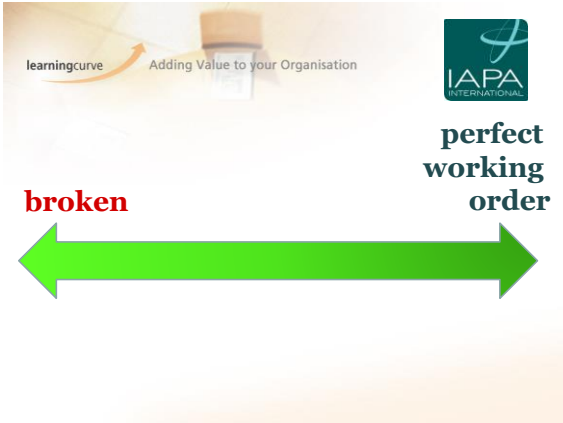
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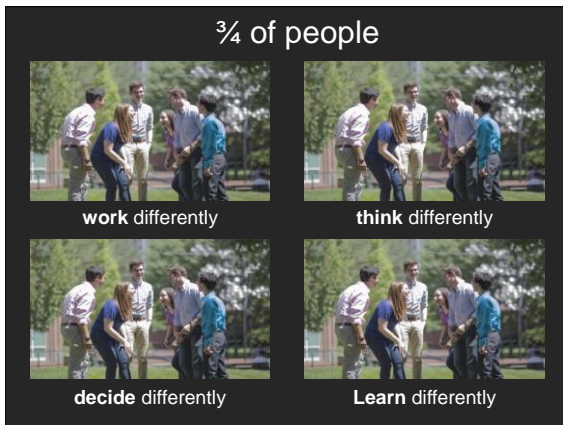


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Strategies for coaching Sean

	
do	don't
Give practical examples	Give me a large manual to read
Show me	Give me a lot of technical background information
Give me space to try it out	Role-plays

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Learning style	Characteristics	Preferred learning methods
Theorists	Prefer programmed, structured training from like-minded individuals	Models, statistics Background information
Reflectors	Learn by asking questions, but avoid any other form of participation in group learning	One-to-one discussions, interviews, observing, feedback, coaching
Activists	Prefer to learn through hands-on experience	Group discussions, case studies, role play, brainstorming
Pragmatists	Prefer learning outcomes that result in improvement	Discussions, case studies, problem solving

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Reduce the reporting time of the 4 day cycle by **5 hours** by the end of the **first quarter**. Ensure that both the quality and content **remains consistent** with last year's reports and that they **engage positively** with the other departments.

Build your collaborative skills through effective management of the relationship with key stakeholders. Combine some **influencing skills coaching** (continuous personal development) with this goal.

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COACHING



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O	P	E	N
Objective	Plan	Engage	Nurture
SMARTER	Written	Contract	Support

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What's on your mind?

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Plan



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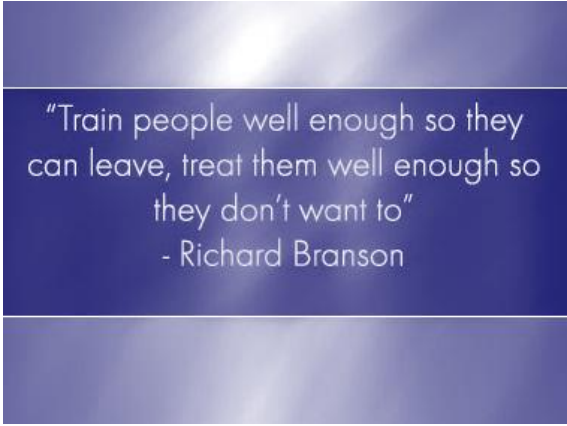
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Name:		
Department:		
Manager:		
Coaching Period:		
Coaching log		Name of coach
Coaching activity		
Main goal of coaching activity		Key skills, knowledge & competencies for development
Alignment to business goals		Adds value
Outcomes		
What did you learn		
How did you apply your learning		
Core competencies developed		
Staff Signature	Manager's Signature	HR's Signature
Date	Date	Date

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Thank you



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