RETENTION & LEADERSHIP TOOLKIT: COACHING CONVERSATION TEMPLATE

EMPLOYEE NAME:
SUPERVISOR:

MONTHLY 1:1 STRUCTURE

1. WINS FROM THIS WEEK

- What went well?
- What improved?
- Any recognition notes?

2. CURRENT CHALLENGES

- What's getting in your way?
- Where are you getting stuck?

3. PERFORMANCE & EXPECTATIONS

- Quality expectations reviewed
  - □ Clear □ Needs reinforcement
  - □ Not addressed yet
- Safety expectations reviewed
  - □ Clear □ Needs reinforcement
  - □ Not addressed yet
- Production expectations reviewed
  - □ Clear □ Needs reinforcement
  - □ Not addressed yet

4. DEVELOPMENT FOCUS

- Skill to improve this month
- Training or support needed
- Cross-training opportunities

4. COMMITMENTS GOING FORWARD

- Employee commitments
- Supervisor commitments
- Support needed from HR or leadership

WEEKLY FAST FORMAT CHECK-INS

1. ONE WIN THIS WEEK
2. ONE BLOCKER
3. ONE PRIORITY FOR NEXT WEEK
4. ANY SUPPORT NEEDED

ACCOUNTABILITY RESET

1. EXPECTATIONS NOT BEING MET

- Clarify expectation
- Reinforce standard
- Provide support/training
- Escalate if needed

NOTES