

# SUPERVISOR COACHING & ACCOUNTABILITY TRACKER

## EMPLOYEE COACHING LOG

Date	Topic Discussed	Coaching Provided	Employee Response	Follow-Up Needed

## PERFORMANCE CONCERN TRACKER

Employee	Issue	First Discussion	Follow-Up Date	Current Status

## PERFORMANCE CONCERN TRACKER

Employee	Positive Behavior Observed	Recognition Given	Date



# SUPERVISOR COACHING & ACCOUNTABILITY TRACKER

## MONTHLY COACHING REFLECTION

What performance patterns are recurring?

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Which employees are improving?

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Which employees need additional support?

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What leadership behaviors should the supervisor improve?

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## SUPERVISOR SELF-ASSESSMENT

What performance patterns are recurring?

Leadership Behavior	Strong	Developing	Needs Improvement
I address issues quickly			
I coach consistently			
I recognize strong performance			
I communicate expectations clearly			
I follow up consistently			
I listen before reacting			

