

Coaching Conversation Tool

Staff Member:	Signature:	Position:
Program:		Date:
Supervisor:	Signature:	Position:

Theme of Coaching Conversation:

Attendance Conduct Health & Safety Performance Development

<i>INTENTION: Supervisor list specific intentions for this coaching conversation.</i>
1.
2.
3.

<i>CONVERSATION: Together, list key observations from your dialogue.</i>
1.
2.
3.
4.
5.

<i>ACTION: Together, list agreed upon specific actions to be taken.</i>
1.
2.
3.