



MEETING 2 | TO BE HELD 1 WEEK AFTER THE COACHING WORKSHOP



Schedule a 15 minute meeting after the course. Again, it can be an informal chat over coffee or on the phone if necessary. Simply let the person know that you are interested in hearing about their action plan. The following questions can be used as a guide. You can personalize them to your own style.

- 1 How was the course?
- 2 What is one key action you will be focusing on?
- 3 How will you know when you have succeeded?
- 4 How can I help you apply what you have learned? (Any projects, assignments, meetings, introductions?)

End the conversation by letting them know you will pay attention to what they are working on and try to give them feedback when you can. Share any observations, tips, or insights that might help.

Remember as part of this on-going training you are leading by example; modelling timely and proactive coaching.

