



## MEETING 1 | TO BE HELD 1-2 WEEKS PRIOR TO THE COACHING WORKSHOP



Schedule a 10 minute meeting prior to the course. It can be an informal meeting over coffee, a scheduled chat in the office or a phone call if necessary. Simply let the person know that you are aware they will be away on a course next week, you appreciate their efforts, and want to talk about what they are hoping to gain from the training. The following questions can be used as a guide. You can personalize them to your own style.

- 1 What are you hoping to gain from this course? *Note: If you filled out a Coaching 180° assessment for your employee, inquire about any insights gained.*
- 2 Are you facing any particular challenges that you hope this program will help you address?
- 3 Is there anything you need from me to help facilitate your development in this area? How can I help?

End the conversation by reinforcing any goals they have set, offering any observations you may have, and scheduling the next two meetings: one for the week following the course, and one for a month after the course.

*Remember this meeting is to encourage and reinforce their choice to learn how to be better at coaching.*

