

Review	
<p>Focus on listening.</p>	<ul style="list-style-type: none"> • Challenges encountered? • Compare performance to standards/objectives • Review relevant metrics as needed • Recognize and encourage performance

Preview (Plan & Prioritize)	
<p>Focus on the plan.</p>	<ul style="list-style-type: none"> • Are expectations clearly communicated? • What are the desired results? • Are resources needed? • Biggest challenge this week? • Compare plans and priorities against objectives and goals • “What can I do to help?”

Notes	
<p>Focus on the critical activities that produces results.</p>	<ul style="list-style-type: none"> • Is the challenge a skill problem, a resource problem, or an attitude problem? • “What happened?” • How can we avoid this issue in the future?

<p>Coaching Priorities:</p> <ul style="list-style-type: none"> • Communicate (dialogue) • Establish direction • Provide support • Clear expectations 	<p>Coaching Keys:</p> <ul style="list-style-type: none"> • Listen more than you speak • Clarify with questions • Resist solving the problem • Offer to help when necessary 	<p>Coaching Questions:</p> <ul style="list-style-type: none"> • What is preventing you from succeeding? • What could you do differently? • What can I do to help you?
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