

15-Minute Conversation Worksheet

This worksheet can help you take notes during coaching conversations and keep a record of your communication. Remember to ask questions, listen and take notes. During this conversation, you are a coach and a source of support. Your job is to remove barriers and point out opportunities. Don't try to own this person's career path.

Employee Name:

Date of Meeting:

KEY OBSERVATIONS:

Where have they been:

Where are they now:

Where are they going:

ACTIONS:

What commitments did the employee make?

By when will he/she complete them?

What commitments did you make?

By when will you complete them?

NEXT MEETING:

When will you meet with the employee next?