



Menu of Choices to Coach Individuals

1. What does the person want out of the 1-on-1 time you are spending with them?
 - How often would they like to meet?
 - How long would they like the meetings to be?
 - What agenda items would they want to cover?
 - What kind of feedback would they like in those meetings?
2. Share the critical thinking process your direct report should come to the meeting prepared with. They should be prepared to work on areas of improvement related to:
 - Things they are self-aware of that need to be better
 - Feedback from their team (If applicable)
 - Feedback from peers
 - Feedback from you
 - Feedback from other senior leaders/departments
3. Discuss development areas from performance review on a monthly/quarterly basis to gauge and measure progress. Items should include:
 - Metrics/KPI's
 - Goals
 - Performance Improvement areas around habits and behaviors related to:
 - A. Communication – written, verbal, non-verbal
 - B. Leadership – delegation, coaching skills, difficult conversations, conflict, team effectiveness
 - C. Emotional Intelligence – self-awareness, self-control, motivation, empathy, social skills
 - D. Problem Solving / Decision-Making
 - E. Critical Thinking
 - F. Accountability
4. Sit in with your directs when they meet with their directs for performance reviews or for coaching.
5. Role-play situational challenges.

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6. Practice things that they learn in training or habits/behaviors you have asked them to improve.
7. Teach them critical thinking / problem solving by sharing your approach or having them shadow you in responsibilities they may want to learn.
8. Delegate tasks and spend time setting them up for success by clearly defining your expectations and desired outcomes.
9. Brainstorm and collaborate on challenges you or they are having problems on.
10. Use motivational interviewing to get to the root cause and do a deep dive on an ongoing habit they can't seem to replace.

Quarterly Deep Dive Categories for 1-on-1's

1. Stay Interviews – check in with the employee around their engagement, purpose, contributions, physical/mental/emotional wellness and general needs to be happier.
2. 360's – seek simple upward feedback from your directs:
 - What do they want you to start doing?
 - What do they want you to stop doing?
 - What do they want you to continue doing?
 - What do they want you to improve that you are already doing?
3. Discuss strategic planning ideas for the upcoming quarter and year.
4. Evaluate if priorities and goals need to be adapted and any new ones added.

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