

Coaching an Employee

Employee's name: _____

I would like to meet with you to discuss some of the following items on _____
_____. Your ideas and input are of utmost importance to me. Please
take time to ponder over your responses before our meeting.

1. What do you feel is the most challenging part of your work?
2. Do you feel appreciated enough?
3. What motivates you to do your best?
4. What are the greatest obstacles you face in trying to get your work done?
5. What resources do you lack?
6. What do you like best and the least about your job?
7. What do you believe are your strengths?
8. What areas would you like to improve?
9. What can I do to make your job less frustrating and more satisfying?
10. What career goals would you like to be working toward?