PERFORMANCE COACHING WORKSHEET

* Encourage participation in EAP.
* Meet weekly to discuss progress; prepare new CCW in 6 months if improvements are made.
* Provide access to Steven covey’s tape series on time management: “First Things First.”
* ***Follow Through on Assignments:*** *Need to pursue projects without prompting and constant reminders. Several incidents of assigned work falling through the cracks or being delayed indefinitely. Need to make sure someone else picks up responsibilities when you must be one and follow through on assigned duties when you return to work. (Performance Impacting)*
* ***Attendance and Punctuality:*** *Need to be in the office more. Several medical and family emergency situations in 1994 and 1995 led to extensive excused absences. Need to minimize unplanned absences so that those you support can rely on your services more dependably. (PI)*
* ***Personal Time Management:*** *Need to prevent delegated tasks from falling into “black holes.” Assigned work is not getting done. Reduce time spent on phone discussing personal issues and talking with employees about non-work issues.*
* ***Support for Managers:*** *Aggressively look for ways to reduce bureaucratic responsibilities of Managers. Seek ways to organize and systematize paper flow, scheduling issues, etc. (PI)*

**DEVELOPMENT RECOMMENDATIONS**

**AREAS FOR IMPROVEMENT**

* ***Outgoing Personality***
* ***Communication Skills***
* ***Self-Confidence and Poise***
* ***Willingness/Eagerness to Take on Difficult Challenges***

**STRENGTHS**

Employee:

Dept/Div:

Job Title:

Time in Position: