

TRY IT

Coach's Worksheet

Next growth step for coachee:

Explore/Clarify

Agree on the **coaching area**.

Determine **experience/skill level** of the coachee (in the coaching area).

Select the best **development options**.

Check for **obstacles** (to completing selected development options).

Commit

Ask the coachee to summarize who will do what.

Set **benchmarks** and **timelines**.

Have the coachee write it down.

Example

Coach's Worksheet

Next growth step for coachee: Expanding from regional to global account responsibility.

Explore/Clarify

Agree on the coaching area .	Managing a budget (>15 million euros)
Determine experience/skill level of the coachee (in the coaching area).	Medium. (He knows what he doesn't know but is unsure how to develop in this coaching area.)
Select the best development options .	Managing a budget of 4 million for the U.K. currently <ul style="list-style-type: none"> • Finance Director will teach you about global forecasting (show you examples of how a global budget differs from a regional budget) • Observe two upcoming fiscal year global budgeting meetings • Complete E-MBA class on global finance at local university
Check for obstacles (to completing selected development options).	Finance director won't have time to meet until new fiscal year starts (two months away).

Commit

Ask the coachee to summarize who will do what.	Say: "I want to make sure you're successful. Why don't you summarize what we agreed to, just so we're on the same page."
Set benchmarks and timelines .	<ul style="list-style-type: none"> • Complete tuition reimbursement application by end of quarter. I'll sign and submit to corporate. • I arrange lunch meeting between finance director and us to introduce you and your growth area. • Attend two global finance meetings by the end of third quarter.
Have the coachee write it down.	