

Coaching Goal Sheet

Your Name: _____ Date: _____

Current Job Title: _____

Manager's Name: _____

Participant Objectives	
<p>Objective 1: (What will be different as a result of achieving this objective?)</p>	<p>Indicate ONE Competency</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cross-functional collaboration/influence <input type="checkbox"/> Problem solving <input type="checkbox"/> Communication <input type="checkbox"/> Drive for results <input type="checkbox"/> Building effective teams <input type="checkbox"/> Leading/navigating change <input type="checkbox"/> Other leadership behaviors
<p>Objective 2: (What will be different as a result of achieving this objective?)</p>	<p>Indicate ONE Competency</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cross-functional collaboration/influence <input type="checkbox"/> Problem solving <input type="checkbox"/> Communication <input type="checkbox"/> Drive for results <input type="checkbox"/> Building effective teams <input type="checkbox"/> Leading/navigating change <input type="checkbox"/> Other leadership behaviors

Sample Participant Objectives	
<p>Objective 1: Competency: Collaboration Behaviors that demonstrate competency: Works to reduce barriers and conflicts between people, units, and/or locations. Proactively shares information and ideas.</p> <p>I will build my competencies on Collaboration by meeting with Person A and Person B by 12/15/18 to address current conflicts. During the meeting I will ask them to share their concerns and define what a positive outcome will be. I will ask them:</p> <ul style="list-style-type: none"> • What concerns do you have about working with each-other? • What common ground can we find? • What is realistic to resolve this conflict? • What will keep you committed to this new process? <p>I will ask them to define specific behaviors they need/want from each other. I will also ask them to meet with me again in 30 days to discuss progress.</p>	<p>Indicate ONE Competency</p> <p><input checked="" type="checkbox"/> Cross-functional collaboration/influence <input type="checkbox"/> Problem solving <input type="checkbox"/> Communication <input type="checkbox"/> Drive for results <input type="checkbox"/> Building effective teams <input type="checkbox"/> Leading/navigating change <input type="checkbox"/> Other leadership behaviors</p>
<p>Objective 2: Competency: Building Effective Teams Behaviors that demonstrate competency: Creates strong morale and spirit in his/her team. Seeks input from team to improve team effectiveness.</p> <p>I will proactively share information and ideas by doing the following:</p> <ul style="list-style-type: none"> • gathering information from my supervisor about what information should be shared with my team, during our bi-weekly meetings. • spend 10 minutes of each bi-weekly meeting giving my team a “state of the organization” update. • I will set an expectation with my team by 2 weeks from today, that they can share their ideas with me. <p>I will encourage my team to share ideas by asking them: What can we do to make this better? And follow up with: What other ideas do you have? I will collect at least 1 new idea from each team member by the end of the month related to (insert project name).</p> <p>I will set an agenda item for our next planning meeting to share and brainstorm ideas. I will ask for consensus on the top 3 ideas that can be implemented, and I will follow up with my team by the end of the month with a plan for implementing new ideas.</p>	<p>Indicate ONE Competency</p> <p><input type="checkbox"/> Cross-functional collaboration/influence <input type="checkbox"/> Problem solving <input type="checkbox"/> Communication <input type="checkbox"/> Drive for results <input checked="" type="checkbox"/> Building effective teams <input type="checkbox"/> Leading/navigating change <input type="checkbox"/> Other leadership behaviors</p>

Approval:

Check here to confirm that objectives were reviewed and approved by manager. Date: _____