

ACTION ITEM

2a. HOLD REGULAR COACHING CONVERSATIONS

**PURPOSE**

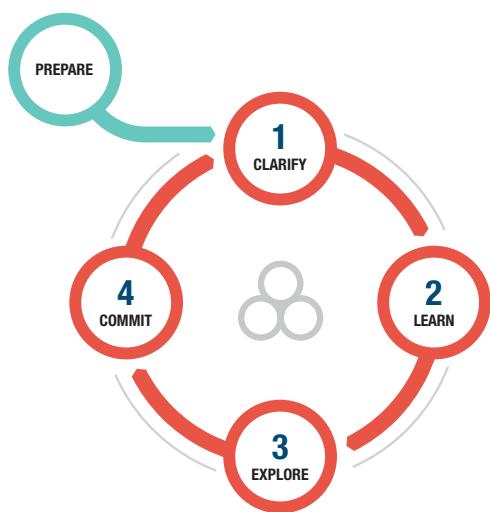
Impactful leaders create other leaders. They use effective and intentional coaching to help team members improve performance, take the lead in solving problems, and develop their careers.

TIME

10–60 minutes per conversation.

INSTRUCTIONS

1. Review the “Coaching Framework” card (5) and practice your listening, questioning, and acknowledging skills (Cards 2, 3, and 4).
2. Use the tool on the next page to plan, organize, and track your coaching conversations.



Listen to the audio *Effective Coaching*.

- Which coaching skills do you need to practice?

COACHING-CONVERSATION PLANNER

NAME	DATE	COACHING TOPIC
CONVERSATION NOTES		
OUR COMMITMENTS	FOLLOW-UP DATE	