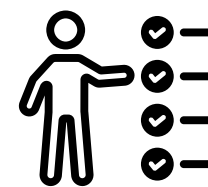


COACHING TIPS

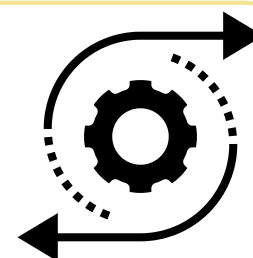
1 Discuss employee's performance

Reference notes, past coaching sessions, & performance improvement plans to guide the discussion



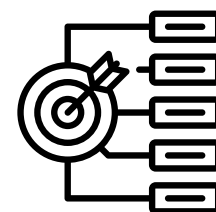
2 Performance plans can change

Performance plans are not static; they can be altered and changed throughout the cycle year.



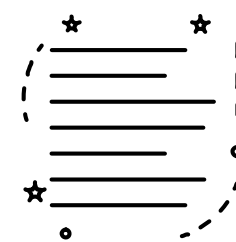
3 Revise goals

Discuss and revise all goals within a performance plan to ensure the content, measurement method, tasks, and timeframe are still **SMART**.



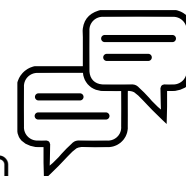
4 Ensure Alignment

Are the goals aligned with department and university goals? Are role expectations clear and concise? Do their goals reflect opportunities for professional development and career growth?



5 Utilize Competencies

Competencies are a great way to measure the "soft skills" that are imperative for a successful work environment. Be clear and specific about the behaviors and communication styles that are expected.



6 Coaching is continuous

Coaching should be done on a regular basis. Informal check-in's to discuss goals, expectations, and opportunities should happen consistently. (weekly, bi-weekly, monthly)

