One-to-One Coaching Primer

Objectives: ***To enrich*** the value of your one to one time. ***To identify*** the meaningful and meaty issues for your growth and development. ***To Increase*** your effectiveness as an executive.

Name Date

|  |  |
| --- | --- |
| What is the most important thing we should be talking about?1.2. 3. | What have you accomplished since last we spoke? |
| What key projects are you currently working on?1.2 3.  | What isn't working right yet in your organization? |
| What is the largest long-term opportunity facing your company? | What could you be doing about it this month? |
| What's the most important decision you're facing? | What's keeping you from making it? |
| Your direct Reports:1. 2. 3. 4. 5.  | Current Effectiveness (1-5)1.2. 3. 4. 5.  | How are you doing relative to your personal plans? (1-10 with reasons) |
| Financial – Business |  |  |
| Financial – personal  |  |  |
| Relationships |  |  |
| Health |  |  |
| Spiritual |  |  |
| What single thing could you do this month to bring the most value to your company? | Family |  |  |
| For you |  |  |
| Motivation |  |  |
| What commitments did you make at last month's Vistage meeting? | What did you take away from last month's Vistage meeting (speaker/exec. session)? |
| Update on key goals:1.2.3. | Update on key indicators:1.2.3. |