REALITY-BASED LEADERSHIP

Performance Coaching Agreement

Move the conversation from opinion to facts: size the gap, then agree on what closes it.

PERFORMANCE COACHING AGREEMENT FOR _____

01 DESIRED STATE

What does success look like? What is the expectation?

02 CURRENT STATE

What is happening now? What are we observing?

03 GAP

What is the difference between the current state and the desired state?

04 CRITICAL SUCCESS FACTORS

What must change or happen for the employee to be successful?

05 METRICS / MEASUREMENTS

How will we know the expectation is being met?

06 KEY ACCOUNTABILITIES

What is the employee responsible for? What support will the manager provide?

ACTION PLAN + TIMEFRAME

Close the gap with a commitment, not a conversation.

1 **WHAT SPECIFICALLY WILL HAPPEN NEXT** _____

2 **BY WHEN** _____

3 **WE WILL FOLLOW UP AND REVIEW PROGRESS ON** _____

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