



Team Member Name _____
 Leader Name _____
 Coaching Topic _____
 Date _____

SPROUTS COACHING DISCUSSION PLANNER

OPEN: Use CARE as you open the conversation and understand where the team member is on the *Mood Elevator*. Share the reason for the discussion. Clearly describe the opportunity or need for improvement. Be specific about any observed skills, behaviors and/or actions that relate to the coaching.

CLARIFY: Ask questions to understand and share information about concerns. *Assume Positive Intent*. Describe how improvement will impact the team member's success. Share feedback "*What I appreciate about you is...I feel you could be even more effective if...*" Give the team member an opportunity to share how they'd like to be more effective. Ask questions to assess where the team member is on the *Accountability Ladder*.

DEVELOP: Discuss ideas and help the team member consider different approaches and solutions. Ask for their point of view and encourage *Possibility Thinking*. Be prepared to share resources to support development.

AGREE: Work alongside the team member to come up with next steps. Agree and be specific. Be clear about how you'll measure and track success and share expectations for success. OWN IT and use *I will* statements for accountability. **If you do not agree - return to CLARIFY and discuss further.**

CLOSE: Reinforce what you each agreed to. Make sure the team member feels confident about owning the plan and next steps - return to **CLARIFY** if needed. Provide recognition for *Owning It* and schedule a 1:1 to check in on progress, provide additional coaching and gauge success.
