



Coaching Observation Form

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Employee Name:

Date:

Manager's Name:

Before You Observe:

I would like to observe the next time you ... and discuss it afterwards. I'll be taking some notes so I don't miss anything.

During the observation:

- What did you observe the employee doing well (be specific):

- How can he/she improve?

Afterwards:

- How did you feel that went?

- What did you do well?

- How did that help you?

- What can you do to improve?

- How will doing that help?

- What help do you need from me?

Summarize:

- What did you learn from our session today?

- What was the most important part?

- What will you do differently?