

Performance Coaching Outline

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Performance Coaching Session Outline

Objective

The aim of this coaching session is to enhance your performance in [specific area] and support your professional growth.

Agenda

1. Introduction and Purpose
2. Performance Review
3. Discussion of Challenges
4. Setting Goals
5. Action Plan
6. Q&A
7. Conclusion

Key Areas of Focus

- Strengths
- Areas for Improvement
- Skills Development
- Resources Available

Follow-up

We will schedule a follow-up meeting on [Insert Date] to review progress and make any necessary adjustments to your action plan.

Thank you for your dedication and efforts.

Best Regards,

[Manager Name]