



## **Coaching Template for Employee Development**

Below is a sequential template to guide a conversation with an employee who has expressed an interest in a future management position. It is important to note this is not a “script,” but a guide. Anyone who uses this document should be conversant with the major points so the employee has a conversation and not an “interrogation.”

- 1. Where do you want to be three to five years from now?**
- 2. How many titles are there between today and your future?**
- 3. Of all the titles you have mentioned, which is the next one for you?**
- 4. Stay with the title just mentioned and ask these questions:**
  - a. What do you think a \_\_\_\_\_ spends most of his/her day doing?**
  - b. What problems should a \_\_\_\_\_ be ready to handle throughout a workday?**
  - c. What do you think are the most exciting parts of a \_\_\_\_\_’s job? The least exciting?**
- 5. Help the employee continue to draw some final conclusions about the skills needed for the career path with these challenges:**
  - a. Try thinking of the best \_\_\_\_\_ you know; what made this person come to your mind?**
  - b. From our discussion, what skills and attributes do you need to be working on tomorrow?**
  - c. How can I help?**