

Open Doors Academy

1:1 Coaching Primer



Objectives: **To enrich** the value of your one to one time. **To identify** the meaningful and meaty issues for your growth and development. **To Increase** your effectiveness in your role.

Name:

Date:

<p>What are your 3 to 5 goals and key performance indicators you are seeking to achieve this year?</p> <ol style="list-style-type: none"> 1. 2. 3. 4. 5. 	
<p>What is the most important thing we should be talking about?</p> <ol style="list-style-type: none"> 1. 2. 3. 	<p>What have you accomplished since last we spoke?</p>
<p>What key projects are you currently working on?</p> <ol style="list-style-type: none"> 1. 2. 3. 	<p>What isn't working right yet in your department/campus?</p>
<p>What is the largest long-term opportunity facing your department/campus/role?</p>	<p>What could you be doing about it this month?</p> <p style="text-align: center;">→</p>
<p>What's the most important decision you're facing?</p>	<p>What's keeping you from making it?</p> <p style="text-align: center;">→</p>

Your direct Reports: 1. 2. 3. 4. 5.	Current Effectiveness (1-5) 1. 2. 3. 4. 5.	How are you doing relative to your personal plans? (1-10 with reasons)		
		Relationships		
		Health		
		Spiritual		
		Family		
		Self		
What single thing could you do this month to bring the most value to your department (campus) and/or ODA?		Motivation		
		What did you take away from our last 1:1 meeting?		
		Update on key projects: 1. 2. 3.		
What commitments did you make at our last 1:1?		What did you take away from our last 1:1 meeting?		
Task Items you Want to Discuss:				

1:1 Session Feedback

1. How helpful was today's 1:1 session in moving you towards your goals?
2. What are you taking away from today's session?
3. What should I have done (if anything) differently?
4. What support do you want going forward?