
MANAGEMENT COACHING DISCUSSION GUIDE

- Prepare prior to meeting -

Employee Name	Date of Meeting
---------------	-----------------

Subject of Management Review	<input type="checkbox"/> Job Performance	<input type="checkbox"/> Standards of Conduct	<input type="checkbox"/> Company Policy and/or Procedure
	<input type="checkbox"/> Tardiness	<input type="checkbox"/> Attendance	<input type="checkbox"/> Other

Brief description of problem:

Date/Subject of prior discussions/reminders:

(Attach all relevant documents)

Expected Future Performance:

Actual Performance:

Business reason why performance/behavior cannot continue

Supervisor:

Date Prepared:

Signature:

Distribution: Original to Employee Personnel File; Copy to Employee