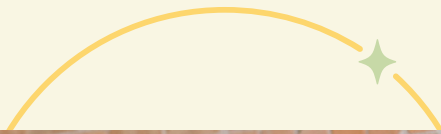


PREPARING FOR A COACHING MEETING

After your employee completes a Self-Assessment, you should meet with them to discuss their results and plans for development.

Supervisors you should encourage and actively engage in discussion with your employees about their competency development.

Supervisors include educators, mentors, supervisors and employers in an agency, family home or private home.



Meet with your employee



Book a time to meet with your employee to discuss the result and a plan to develop competencies. This meeting should be a strength based development opportunity and not a deficit or disciplinary discussion.

Tips for supervisors to prepare for the meeting

1 Demonstrate interest by reviewing the assessment and DRG in advance of the meeting.

2 Create a supportive climate that focuses on employee development. Ensure privacy and confidentiality of the conversation.

3 Guide the discussion with dominating or determining the outcome. Listen and offer insight, check for agreement.

4 Be prepared to provide timely feedback and coaching on the employee's progress. Recognize the employee's strengths and growth.

5 Support the employee to take ownership for their goal and to be future focused on development.

