

Clarity

Understanding priorities, expectations, and success

TOOL/Framework

- ☐ 4 C's Framework
- ☐ CLEAR Conversation
- ☐ Communication Framework
- ☒ Clarity Framework
- ☐ Structured 1:1
- ☐ Agenda

For today's session, we will identify the project or projects that require more clarity.

Ownership

Identifying what is within our influence and taking responsibility for action

TOOL/Framework

- ☐ Ownership Agreement
- ☐ Decision Matrix
- ☐ Control-Influence-Concern Cycle
- ☒ GROW Coaching Model

For today's session, we will just do the "G" in the GROW framework.

Capacity

Assessing resources, support, workload, and well-being

TOOL/Framework

- ☐ Weather Report
- ☒ Support Conversation Framework
- ☐ Speaking-Up Framework

For today's session, identify where would you like to receive some support or need to provide support for your team.

Consistency

Following through, tracking progress, and building trust over time

TOOL/Framework

- ☐ Momentum Review
- ☒ Start-Stop-Continue
- ☐ Priority Reset Discussion
- ☐ Too Much Challenge

For today's session, we will just do the "START" in the framework.

COACHING PLAYBOOK - TEMPLATE

PAUSE AND ASSESS

What is the overall challenge, project, person, initiative, etc. that needs the attention.

WHICH AREA(S) ARE THE FOCUS

Understand priorities, expectations, and successes

☐ Clarity

Identify what is within our influence and take responsibility

☐ Ownership

Assess resources, support, workload, and well-being

☐ Capacity

Follow through, track progress, and build trust over time

☐ Consistency

Clarity Understanding priorities, expectations, and success

REFLECTION

What information, expectation, or decision feels unclear?

WHAT DO YOU WANT TO DO

Communicate change

Try to "manage up" and take initiative instead of waiting for direction

Establish what happened and where you are going now

Establish the parameters of change for day-to-day activities

Ensure a 1:1 meeting meets your and/or your employees' expectations

TOOL/Framework

☐ 4 C's Framework

☐ CLEAR Conversation

☐ Communication Framework

☐ Clarity Framework

☐ Structured 1:1 Agenda

Please reference the appendix for guiding questions and frameworks.

Ownership

Identifying what is within our influence and taking responsibility for actions/tasks

REFLECTION

Where are expectations, ownership, or decision-making creating friction or slowing progress?

WHAT DO YOU WANT TO DO

Assess progress, identify obstacles, and align around the most important next step

TOOL/Framework

☐ Ownership Agreement

Improve performance through structured reflection and feedback

☐ Decision Matrix

Decide what deserves attention, what can wait, and what should stop

☐ Control-Influence-Concern Cycle

Determine if demands are exceeding available capacity and support

☐ GROW Coaching Model

Please reference the appendix for guiding questions and frameworks.

Capacity

Assessing resources, support, workload, and well-being

REFLECTION

Where are demands beginning to exceed available time, energy, resources, or support?

WHAT DO YOU WANT TO DO

Understanding your own well-being and capacity to show up at work.

TOOL/Framework

☐ Weather Report

When you for asking for and offering support

☐ Support Conversation Framework

When a conversation should not wait and a situation should be addressed as soon as possible

☐ Speaking-Up Framework

Please reference the appendix for guiding questions and frameworks.

Consistency Following through, tracking progress, and building trust over time

REFLECTION

Where is momentum, focus, or follow-through beginning to slip?

WHAT DO YOU WANT TO DO

Assess progress, identify obstacles, and align around the most important next step

Improve performance through structured reflection and feedback

Decide what deserves attention, what can wait, and what should stop

Determine if demands are exceeding available capacity and support

TOOL/Framework

☐ Momentum Review

☐ Start-Stop-Continue

☐ Priority Reset Discussion

☐ Too Much Challenge

Please reference the appendix for guiding questions and frameworks.