## Sample Coaching Inventory

|  |  |
| --- | --- |
| Employee’s Name | Jessica  |
| Today’s Date | DATE | TIME |
| 12/5/XX | 2:00 P |
| Beginning | End |
| Planned End Date | 11/30/XX | Actual End Date | 12/3/XX |
| Attempted Goal | 15% Sales | Goal Achieved | 15.2 % |
| Behaviors to be changed | Increase number of attempts by 25% |
| Behaviors that actually changed | Increased attempts to 32% |
| Strengths | Great attitude |
| Opportunities | Need to ask more open-ended questions |
| Expectations | Increase attemptsBe open to feedbackHave fun doing this | X | Exceeded |
|  | Met |
|  | Below |
| What’s Next |
| Jessica is ready to focus on asking more open-ended question, leading to more information that could help her offer the right product to our customers. |