## 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 attempts  Be open to feedback  Have 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. | | | | | |