**Name:**

**Time Period:**

**First meeting:**

Outline employee roles/responsibilities – discuss behaviors, skills, tasks, and outputs of their role.

Identify team initiatives and find ways to leverage and improve strengths.

Set clear, measureable (SMART) goals.

**Daily Goals:**

**Weekly Goals:**

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**Big Goals:**

Challenges/Opportunities/Coaching during this review period:

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Goals for the Next Review Period: