USE OPEN QUESTIONS TO EXPLORE GOALS
Explore our coaching for managers Moodle resource for hints and tips.

BE OPEN MINDED AND ALLOW FOR CREATIVITY
We all have different goals that we may want to achieve in different ways.

PROVIDE FEEDBACK
Provide constructive and supportive feedback on your observations to help support development.

LISTEN ACTIVELY
Listen to understand instead of listening to respond, give your full attention.

SET GOALS AND OBJECTIVES
Some of these should be based upon team objectives but you must also help your team member identify personal goals to set.

BE FLEXIBLE
As part of tracking progress, goals and objectives change. Be flexible with goal setting. Celebrate success and acknowledge changes.

ENCOURAGE A GROWTH MINDSET
Review our guidance on Growth Mindset and encourage your team member to do the same.

DISCUSS OPPORTUNITIES
Development is not all about training, discuss opportunities for your team member to build their skills within their work and in their team.

TRACKING PROGRESS
Individuals should keep track of their own progress. Ask your team member to record their goals and progress for you to discuss in future conversations.