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| FOLLOW-UP MEETING  AGENDA |

Before each follow-up meeting, take some time to record your progress and imminent plans to share with your manager. You may want to ask your manager in advance if she has any questions to add to the agenda. Consider referring to your **Coaching Plan** during the session as you fill out this worksheet collaboratively. Take notes here during and after the meeting, and keep all your agendas on file. You are the primary owner of this tool, so you may want to complete it on your own even when you aren’t able to do it together.

## Answer these questions together:

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| What progress have I made on the goals we agreed on? |
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| What feedback have I received from my manager and others about my progress? |
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| How have I adapted/will I adapt my actions to respond to this feedback? |
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| What changes, if any, will I make to my coaching plan as a result? |
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| What do I commit to working on in the next few weeks? |
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## Notes

Use this section to note key discussion points from each session. Record any necessary changes to the coaching plan.

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