



Mid-Year Coaching Discussion

Supervisor Mid-Year Discussion Points	Employee Mid-Year Discussion Questions	Notes
Goals and Priorities		
Confirm goals and priorities set at beginning of the year	Confirm understanding of priorities	
Identify any changes or modifications to the goals	Clarify performance feedback and expectations	
Clarify priorities for remainder of year		
Confirm/clarify how goals align with and contribute to Division goals and Strategic plan		
Accomplishments and Results		
Review employee performance against goals, milestones, challenges and possible adjustments	Discuss progress made in developing skills and knowledge as well as planned development activities for the remainder of the year	
Discuss actions employee can take to expand skills and knowledge		
Identify ways employee can build upon and leverage strengths in order to successfully achieve goals		
Individual Growth and Development		
Progress on training and professional development	What trainings and development goals have been completed? Which remain?	
Are there other areas not previously identified additional training or professional development is wanted?	What additional trainings and development goals would I like to receive?	
Revisions and Plan for Remainder of Year		
Clarify understanding and alignment of goals, priorities and performance expectations	Do I have clear direction on goals, priorities and performance expectations for the remainder of the year	
Summarize key points, outcomes and action items		
Discuss job or department changes may require performance plan revisions		
<p>**Goals should be S.M.A.R.T - specific, measurable, achievable, results-focused, and time-bound.</p> <p>Specific - Goals should be simplistically written and clearly define what will be accomplished</p> <p>Measurable - Goals should be measureable so employees have tangible evidence they have accomplished the goal Achievable - Goals should stretch the employee slightly so they feel challenged but defined well enough so they can achieve them. Results-focused - Goals should measure outcomes, not activities.</p> <p>Time-bound - Goals should be linked to a timeframe that creates a practical sense of urgency.</p>		