



Career
Coaching

Employer Checklist: How to Prepare for Company Career Coaching

Company career coaching is a highly effective way to align employee incentive programs with your team's professional goals. Get a head start by having your team fill out this checklist prior to your Career Coaching session!

- Prepare your staff.**
Share with your staff what to expect from the session and encourage them to be truthful.
- Collect data.**
Gather performance reviews, HR reports, and other information that your employees have shared (and can legally be disclosed) within the past 6-12 months.
- Reserve Space.**
Make the appropriate room reservations in your office or in a nearby space to ensure comfortable space for the coaching sessions to take place.
- Conduct research.**
Gain some ideas about potential questions and requests you want to pose ahead of time.
- Do a pre-assessment.**
Note things that you and your stakeholders want to improve through the coaching sessions and prepare to share them with the coach at the appropriate time.
- Review the budget.**
Confirm areas in which you can/cannot afford to make changes, add employee incentives, fund promotions, and expand programs.
- Designate someone to chronicle the day.**
Consider hiring a temp employee for the day to take notes throughout the session or ask the coach if they provide this as a part of their service.
- Be present.**
Clear your schedule to remain focused during the sessions. Avoid checking emails and taking calls whenever possible to remain present and maximize the coaching session.