

Coaching Conversation Script for Clear, Supportive Leadership

A simple, structured script to help you approach coaching conversations with clarity and confidence.

Opening

Thank you for meeting with me today. As your manager, part of my role is to support you and help ensure you have what you need to succeed.

Set the Tone

To start, I want to be clear - this is not a disciplinary conversation.

My goal is to talk through a few observations and understand what might be going on.

I'd like to share what I have been noticing.

Observation

Over the past several weeks, I've noticed [insert behaviour or pattern].

For example:

- [Example]
- [Example]

Explain the Impact

I wanted to raise this because it can impact [team/work/outcomes], and I want to make sure we address anything that might be getting in your way.

Reflection Checkpoint

Before we talk about next steps, I'd like to hear your perspective.

How does this situation look from your side?

(Pause and allow space.)

Explore Support

Thank you for sharing that. Is there anything you may be contributing to this, or any support that would help?

We can also look at options like additional check-ins, training, or adjusting priorities - whatever would be most helpful.

(Pause and listen.)

Coaching Plan

My goal is for us to work together over the next few months (or identify a specific timeline) to strengthen this area.

We can check in during our one-on-one meetings and adjust as needed to make sure you feel supported.

Close

I appreciate you taking the time to talk about this today.

Please know my goal is to support your success - and I'm here if anything comes up.

I'll follow up with a brief summary of what we discussed so we're aligned on next steps.