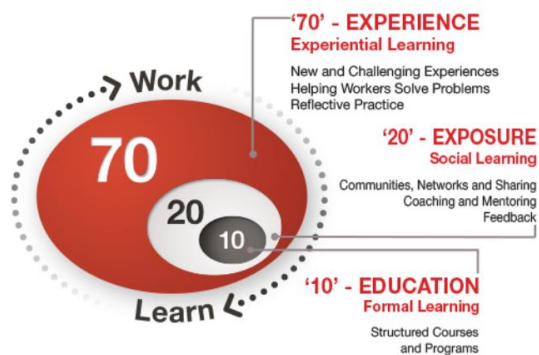
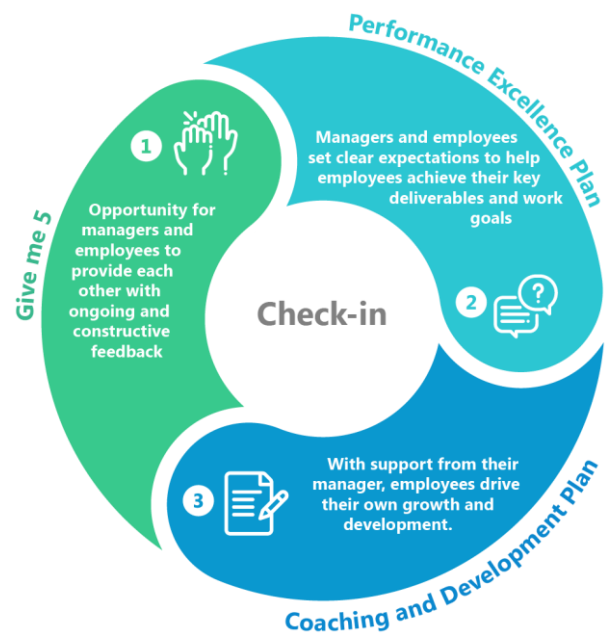




Coaching and Development Plan for Managers

The Coaching and Development Plan should result from the Give Me Five meeting. The manager should provide the employee with the required guidance and agreed further support to enable them to drive their continued professional development and growth. Using the template, agree with your employee their top three development gaps/objectives. Note you can have less than but no more than three to ensure their development remains focussed. These gaps/objectives will support the achievement of the goals and deliverables already agreed.



Monash Health resources to support managers with coaching conversations:

[Coaching Conversations – Useful Questions](#)
[The Five C's of Coaching Conversations](#)

Tips for People Managers facilitating a coaching and development plan discussion:

- The development plan should be driven by the employee and as a manager you should be **listening/asking questions 70% and talking 30%**.
- Provide clarity and organisational context but don't feel like you have to have all the answers.
- Encourage don't direct
- Support employees on their development pathway.
- Ask open questions to help employees find their own answers