

Coaching Employee Input Sheet for Employee

Employee: _____

Date: _____

1. **What have I done for you (MAAA/your team) lately?**

- Accomplishments:

- Disappointments:

2. **What have I done for me lately?**

- New skills (competencies) I've acquired:

- Important experience I've gained:

- Relationships I've built that aid my productive capability:

3. **What I'd like to be when I grow up?**

- Career aspirations next year or two:

- Next five years:

- Top job I aspire to:

4. **Other important things I'd like you to know as my coach:**

- Other background – work/life balance needs:

- Questions or concerns:

MAAA Workplace Values

Teamwork – effectively collaborates with the others to meet organizational goals. Builds trusting relationships. Encourages and supports team members. Is positive and creates a fun work environment.

Principles and Integrity - communicates honestly and demonstrates respect for the rights and dignity of all people. Behavior is consistent with their words. Demonstrates ethical honest behaviors. Demonstrates a commitment to expense management and efficient resource utilization.

Professional Growth – Completes required training programs in a timely fashion. Seeks out and shares new information with coworkers. Demonstrates and applies new learning in the work environment

Communication – is open, honest and transparent; values dialog and creating shared understanding.

Quality – focuses on delivery of quality service to employees and consumers. Embraces evidence-based practices and quality measures to improve outcomes.

Diversity – supports diversity and social responsibility. Listens generously with an open mind and a desire to learn other perspectives.

