

Instructions: The left side of the worksheet is a reminder of the DESIRED™ method. Use the right side for your notes about how you cover each step in the process. Use the Coaching Worksheets whenever you are coaching someone, beginning a new project, doing a performance review and/or orienting a new employee.



DESIRED™ Coaching Worksheet

Alignment	<p><u>D</u>escribe <i>what results the “performer” needs to achieve. Provide clear standards for success.</i></p>	
	<p><u>E</u>xplain <i>why the results are important, the positive and negative outcomes for performance.</i></p>	
	<p><u>S</u>how <i>them the best way to get the results.</i></p>	
Learning	<p><u>I</u>mitate <i>Ask them to perform what you have shown them.</i></p>	
	<p><u>R</u>ectify <i>performance, reinforcing good work <u>and</u> correcting mistakes</i></p>	
Performance	<p><u>E</u>valuate <i>performance, testing it against standards.</i></p>	
	<p><u>D</u>elegate <i>the work when they are competent, holding them accountable for success.</i></p>	