



# THE CHECK IN CONVERSATION

The purpose of the weekly Check In Conversation is to offer help on a challenge being faced, discuss progress against a goal and to provide actionable feedback that can then be put to the test in the next week. In a phrase...this conversation is designed to ensure weekly progress.

## RULES OF ENGAGEMENT

<b>Frequency</b>	Once per week
<b>Duration</b>	No more than 5 minutes
<b>Preparation</b>	<p><b>Coachee:</b> Self-diagnosed feedback from prior week; Goal and 1 to 10 rating indicating progress against that goal; Spotlight on a specific client, a situation or a challenge</p> <p><b>Coach:</b> Working knowledge of the Weekly Check In™ Tool; Written feedback; any other needed coaching tools</p>
<b>Execution</b>	<p><b>Knowledge:</b> Behavior patterns emerging over time, both good and bad</p> <p><b>Skill:</b> Calibration of actions moving forward</p> <p><b>Discipline:</b> Focus on future performance improvement, immediate challenge and actions taken to improve</p>
<b>Outcome</b>	Ensure weekly progress

## AVOID THESE TRAPS

1. Treating this meeting as disposal
2. Meeting just to have a meeting, vs. focus on future improvement and specific challenges
3. Not making time to observe seller in action
4. Not being prepared
5. Lack of follow through



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