**Coachable Moments Checklist**

Review this checklist both before and after your coachable moment.

* Get straight to the point. I’d like to talk to you about…
* Speak for yourself and describe observable behaviors. Stay away from opinions and judgments.
* Identify the specific impacts the behavior is causing.
* Allow the recipient to absorb and react to the feedback.
* Handle objections respectfully.
* Do not get into arguments. Call a time-out if necessary.
* Let the recipient come up with as many possible solutions. If any are agreeable, then start there. If not, share some of your thoughts.
* Allow the recipient to explain how their solution will impact the situation.
* Memorialize your agreements, considering an action plan.