

COACHING/COMMUNICATION LOG

Instructions: The *Coaching/Communication Log* is to be used by supervisors or managers to track coaching steps and feedback given to an employee. Documentation should be concise, factual and follow HR best practices. Fill out the date of the event, describe the situation or issue that occurred and indicate any action taken and/or discussion and follow-up steps. Reference this tool when preparing performance evaluations, counseling statements or performance improvement plans.

Employee Name	Position
Supervisor Name	

Date	Description of Situation / Issue	Action Taken / Expectations Discussed