



CATALYTIC COACHING

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- ✓ Catalytic coaching is a comprehensive, integrated performance management system built on a paradigm of development.
 - ✓ Purpose –
to enable individuals to improve their production capabilities and rise to their potential, ultimately causing organizations to generate better business results.
- ✓ It establishes the “BOSS” as the developmental coach.

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Catalytic Coaching involves no competitive rating or ranking of employees. They are assigned no aggregate labels or grades at the end of the process.



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Step # 1: Coaching Input Sheet

PROCESS:

(YELLOW SHEET)

- ✓ Manager Asks Employee to Complete Form
- ✓ Employee Reviews Write-up with Manager
- ✓ Manager Seeks Clarification and LISTENS



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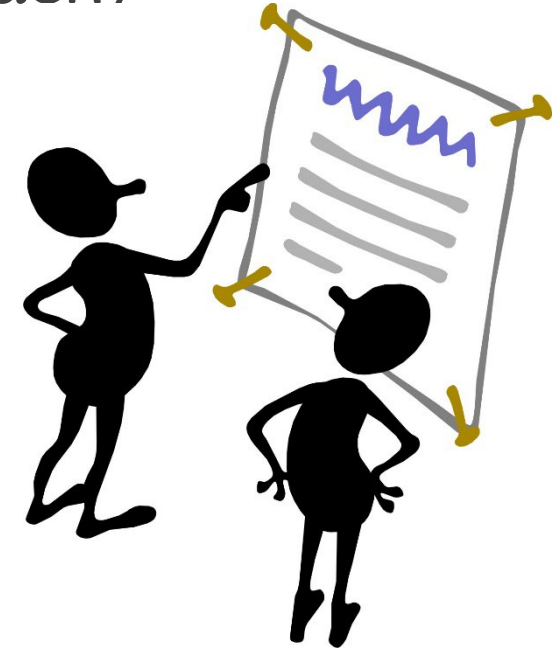
STEP #2: Coaching Worksheet

PROCESS:

(BLUE SHEET)

This step is to be completed by the manager (coach)

- ✓ Strengths
- ✓ Areas for Improvement
- ✓ Development Recommendations



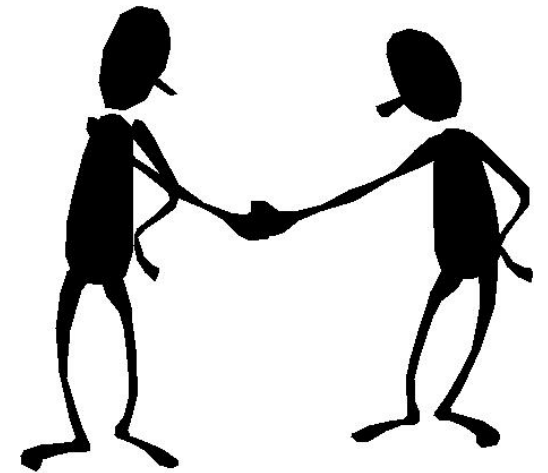
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Step #3: Personal Development Plan

PROCESS:

(GREEN SHEET)

- ✓ Employee completes form using information from the CCW (blue sheet)
- ✓ Employee reviews it with manager
- ✓ Both agree on a Personal Development Plan
- ✓ Employee Implements Plan



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Step #3: Personal Development Plan

Content in the Personal Development Plan should include:

- ✓ Plans to Integrate Improvement Efforts with Current Assignments and Personal Goals
- ✓ Mentoring
- ✓ Training Courses, Books, Videos



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Step #4: Process Stewardship

- ✓ Employee Owns the Stewardship Process
- ✓ Managers Review Progress Quarterly
- ✓ Combine with Business Goal Reviews
- ✓ Make Necessary Mid-Course Corrections

