

**Coaching worksheet**

**Disclaimer:** This is a sample coaching worksheet and is intended to be a resource document only. The farm should customize it to ensure the farms particular needs, factors, applicable legislated requirements, etc. are met. Once this document has been customized by the farm, this disclaimer and the logo located in the upper right corner of the page can be deleted. Should you require assistance, please contact **AgSafe Alberta** at info@agsafeab.ca or visit [www.agsafeab.ca](http://www.agsafeab.ca) for learning opportunities, tools and resources.

|  |  |
| --- | --- |
| **Farm Name** |  |
| **Work Area** |  | **Meeting Date** |  |
| **Employee Name** |  | **Supervisor Name** |  |

|  |
| --- |
| **Performance issue(s) discussed:** |
|  |
| **Employee’s response to the issue(s):** |
|  |
| **Impact of the issue(s) on others and/or the farm:** |
|  |
| **Corrective action(s) to be taken:** |
|  |
| **Follow-up date:** |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name (Please Print)** | **Job Title (Please Print)** | **Signature** | **Date** |
|  |  |  |  |
| **Supervisor Name (Please Print)** | **Job Title (Please Print)** | **Signature** | **Date** |
|  |  |  |  |

**Important:** Retain a copy of this document in your farm records.