Manager Coaching Guide and Application Log

Develop one post-training behavior through evidence, learner reflection, rehearsal and a reviewable workplace action.

Your reusable working template 1/2

1. Agree the purpose and use one permitted sample; explain confidentiality limits and formalprocess boundaries.
2. Ask for the learner's reasoning before interpreting the behavior; provide instruction transparently when needed.
3. Choose one priority, rehearse it and arrange the next appropriate workplace attempt.
4. Review what actually occurred, including barriers and missing opportunities; do not count sessions as impact.

Target behavior and agreed purpose of the conversation

Authorized work sample, context and information boundaries

Specific observation separated from the manager's interpretation

Learner explanation and confirmed barrier or knowledge need

A practical Tibyan working aid, not a validated assessment. Example is hypothetical; adapt decisions and figures to your context. Do not enter sensitive information in a shared copy.

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Your reusable working template 2/2

One improvement linked to a behavior criterion

Rehearsal attempt, feedback and next adjustment

Workplace action, support, owner and review point

Review evidence, opportunity limits and next decision

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Completed hypothetical example 1/2

Target behavior and agreed purpose of the conversation

Practice exploring an operational consequence before proposing a solution; developmental conversation, not a hidden ranking.

Authorized work sample, context and information boundaries

Anonymized discovery summary reports late information then offers dashboard demo. Manager and seller agree permitted access and how the note will be used.

Specific observation separated from the manager's interpretation

Observation: demo follows complaint in the note. Interpretation to check: seller may have skipped impact discussion; one note does not prove a general deficit.

Learner explanation and confirmed barrier or knowledge need

Seller wanted a quick answer and thought more questions would repeat the buyer. Neither has checked which decision was delayed or what manual work followed.

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Completed hypothetical example 2/2

One improvement linked to a behavior criterion

Investigate one recent consequence and invite correction before recommending the solution.

Rehearsal attempt, feedback and next adjustment

Replay: ask about last scheduling cycle, follow the answer and summarize reported facts versus unknown impact. Manager gives one specific feedback point; no invented savings.

Workplace action, support, owner and review point

Seller prepares an evidence question for next suitable discovery call; manager reviews authorized summary afterward. Agree an internal review date and support needed before the call.

Review evidence, opportunity limits and next decision

If no suitable call occurs, mark no opportunity rather than failed/completed application, rehearse again and reset review. If a sample exists, compare behavior and agree next practice.

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