

Mid-Year Coaching Conversations

Mid-year conversations are brief check-ins with employees. They can be scheduled or spontaneous. This is a great opportunity to be aware of the employee’s progress, find out whether there are changes or challenges. It’s also an opportunity to recognize the milestone successes along the way. Mid-year conversations prevent year-end surprises, offer ongoing support and feedback. The outcome of these conversations is to ensure employees are on-track and progressing well to achieve year-end success.

The GROW Model guides your conversation so it is purposeful and two-way. The use of open-ended questions helps conversation flow. Employees feel heard and valued because they share their thoughts, insights and are receptive to feedback. The GROW model helps to build trust, is supportive and empowering of others. It’s all about the conversation.



Agree on the topic and specific objective of session; set long term aim if appropriate

Invite employee self-assessment; offer specific feedback with examples; avoid or check any assumptions

Brainstorm options; invite suggestions from employee; offer suggestions carefully; ensure choices are made

Commit to action; identify any barriers and solutions; make steps specific with timelines; agree to support

Modify as it fits your speaking voice, communication style and relationship with your employees.

Sample Conversation Starters
Thanks for agreeing to meet and briefly to discuss your progress to date.

- Given that we have --- time what would you like to discuss?
- By the end of our meeting what will give you value?
- How important is this to you?

Sample Conversation Starters
Employee recaps annual goals for context.

- What is working well so far?
- What is challenging?
- What might be the biggest obstacle you are facing?
- How has the situation changed?
- What have you done so far to address this?
- What are you willing to do to achieve this goal?
- How realistic would that be?
- What are the risks if you pursue this goal under the circumstances?

Sample Conversation Starters
Explore solutions and / or revise goals.

- What do you think you should do about this?
- What’s the best use of your time?
- What if you revised the goal?
- Would this better suit the SMART criteria?
- What do you need to do to prevent similar challenges?
- If you approached ----- in the department what would he/she suggest?
- What option will best serve you?

Sample Conversation Starters
Tell me how you will proceed with this.

- How confident do you feel about your choice? Solution?
- On a scale of 1 to 10, how motivated are you to achieving this?
- What are your next steps?
- Are there any barriers that might get in the way?
- Is there anything else you need to consider before starting?

Topic and objective of discussion is confirmed.

Situation is reviewed and feedback is provided.

Solutions are discussed, or goals may be revised and confirmed.

Action plan, commitment and timeline is confirmed.