

📌 1:1 Coaching Framework (No Fluff Edition)

Make every coaching session count.

Use this framework to prepare, structure, and track 1:1 conversations.

Step 1: Set the Agenda (Rep prepares before session)

What do you want to focus on today?

Current top challenge:

Key win since last 1:1:

Step 2: Pipeline & Activity Review

Top 3 deals in focus:

1. _____ \$ / €: _____

2. _____ \$ / €: _____

3. _____ \$ / €: _____

Stalled deals that need action:

Step 3: Skills & Behaviors

Where do you feel most confident?

Where do you need support or practice?

Specific skill to work on this week:

Step 4: Action & Commitments

2 things you commit to before next session:

1. _____

2. _____

Support needed from manager:

Step 5: Reflection & Feedback

Rep takeaway from today:

Manager feedback:
