

### **Aims:**

Observation Coaching and Feedback (OCF) is a chance for each employee to have some "shoulder to shoulder time" with their line manager, this will enable mentoring, and development to take place. This tool can be used for every area of an employee's job role, or indeed for additional tasks that they may carry out in line with their own objectives set out in the Personal Professional Portfolio's.

It is important to understand that this OCF tool should not just be a pull off the shelf go to, when an employee is not performing well, quite the contrary, if this tool was effectively utilised and embedded into corporate culture, then this would directly lead to a reduction in poor performing employees.

The benefits of the OCF tool, is that it enables the employee to see themselves and others more clearly, gaining insight and perceptions that one may not have thought possible. This leads to reduced assumptions, and inaccurate portrayal of those with whom the employee engages, enabling the employee to go from strength to strength within the organisation.

This OCF tool, gives the employee the chance at continually learning, and advancing new ways to respond to situations, both within their individual role or their team role. The OCF is a fantastic platform for an employee to leverage their strengths, and offer these up to another who is not so strong in the same domain.

Ultimately the OCF tool, is an enabler for both individual, team and organisational success. This tool is designed by Your2020Vision Ltd, and has been used and proven successful in the following sectors:

Hotel Industry | Health & Fitness Industry | Sport & Leisure | Academy (Secondary school) / Education and most recently the Health & Medical Sector.

### **Section 1 (Intro Details)**

Name of Employee	Employee Job Role
Signature of Employee	Name of Line Manager
Date of OCF	Signature of Line Manager

### **Section 2 (Line Manager Observations)**

Reason for Observation	
1	
2	
3	
Actual Observations Noted Coaching process	
1	

2	
3	
4	
5	
6	

### Section 3 (Line Manager Feedback)

Areas of achievements / excelled in	
1	
2	
3	

Area's for development based on the observations above	
1	
2	
3	

### Section 4 (Employee Views / Interpretation)

Areas of achievements / excelled in	
1	
2	
3	

Area's for development / improvements	
1	
2	
3	

### Section 5 (Agreed Outcomes, Objectives if required)

Actual Observations Noted	
1	
2	

3	
4	
5	
6	