

Coaching Employees

The Take 10 Check In

As a supervisor, you should take ten minutes a week to check in with each of your employees. This check-in time will foster clear and ongoing communication between you and your employees. Ask the following three questions and document the result of your conversation:

- How do you think the team is doing?
- How can things be improved?
- How are you doing?

The purpose of the Take 10 Check In is to foster good communication; it is not required that each supervisor do this, but rather should serve as a guideline and method of achieving regular and on-going conversations with employees.