

Management Tools/Car Coaching Form

Car Coaching—Presentation

Employee: _____

Manager: _____

Date: _____

1 = Below Expectations
3 = Meets Expectations
5 = Exceeds Expectations

Item	Quality					Notes
	1	2	3	4	5	
Pre-Meeting Planning	1	2	3	4	5	
Agenda Statement	1	2	3	4	5	
Fact Find Summary	1	2	3	4	5	
Review of Opportunities	1	2	3	4	5	
Clear Recommendations	1	2	3	4	5	
Use of Evidence	1	2	3	4	5	
Objections Resolution	1	2	3	4	5	
Close the Sale	1	2	3	4	5	
Set Next Steps	1	2	3	4	5	
Asked for Introductions	1	2	3	4	5	

Comments:

What did you do well?

What are the areas for improvement?

Action Steps:

To Be Completed By:

1.

2.

3.
