# Coaching and Discussion Guide - *Adaptability*

**RemotePRO**

Adaptability is the extent to which an employee adjusts quickly to change, handles uncertainty, and embraces new ways of doing things.

This coaching and discussion guide can help you conduct effective employee coaching sessions to document and keep track of the commitments made together and to make sure follow through happens and action plans are aligned with job/role priorities.

| Recommendations for Employee: This section provides suggestions for development activities to help make the employee more successful with this RemotePro dimension. | Action Plan: Clearly define job responsibilities, tasks to be completed, and deadlines. |
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| *Adaptability* | |
| Be willing to **step outside** your comfort zone. Take small steps when confronted with change - begin by trying to reframe change as opportunities and view them positively. | *Ask:*<br>• *What do you think of these recommendations?*<br>• *What else can you do to embrace change?*<br>• *What can I do to support you?* |
| *Tasks* | |
| When planning for task completion, **allow time** for unexpected interruptions from family, friends or co-workers, other tasks to pop-up, etc. | *Ask:*<br>• *Do you do this now? If so, is this still an issue for you?*<br>• *How do you think you can be more successful, more in control of your time, in this particular area?*<br>• *What can I do to support you?* |
| Avoid **procrastination** on tasks - it is easy to get distracted in a remote work environment. Being proactive with tasks will allow you extra time in case priorities or circumstances unexpectedly change. | |
| *Your Role* | |
| Be prepared for **changes** in your organization. Pay attention to trends, internal communications, and other signs that might indicate a shift in your job responsibilities. | *Ask:*<br>• *Tell me about the activities you engage in to keep yourself up to date with organizational changes, and industry and position updates? Do these help? What else can you do?*<br>• *What processes within our organization do you think we could enhance or change that would improve the ways we do things?*<br>• *When thinking about your work goals, what does success look like?*<br>• *Would you be interested in cross-training opportunities?*<br>• *What can I do to support you?* |
| **Engage** in continuing education. Read articles relevant to your position, sign up for learning seminars, and be proactive in reaching out to learn from peers in your own and other departments. | |
| Work with your manager and team if you have ideas for **process improvement**, even if they are different from the way things have been done. Take into consideration processes that may not have been adapted for remote work situations. | |
| Evaluate your goals to see if they are **realistic and achievable** in your remote work environment. Adjust them as necessary. | |
| Where applicable, **volunteer** for responsibilities/duties outside of your normal job. Working outside of routine will assist you in learning new tasks and facilitate flexibility. | |