



Coaching and Discussion Guide - *Self-Efficacy*

Self-Efficacy is the extent to which an employee is comfortable operating independently with minimal direction, and deals well with task ambiguity and complications that arise when completing tasks.

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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| <i>Self-Efficacy</i> | |
| Openly solicit feedback and constructive criticism and accept shortcomings from your supervisor and/or peers – focus on ways to improve these areas of development. | <i>Ask:</i> <ul style="list-style-type: none"> • <i>What do you think of these recommendations?</i> • <i>What else can you do to support operating independently in your remote work environment?</i> • <i>What barriers or obstacles are standing in your way?</i> • <i>Do you reflect on your successes currently? How and why do you think this is important?</i> • <i>What can I do to support you?</i> |
| Reflect on successes. | |
| Communicate any technological roadblocks to your supervisor and work with them and your IT department to ensure you have the tools you need. | |
| Work with your supervisor to identify obstacles and reframe them when possible. | |
| <i>Tasks</i> | |
| Perform tasks that you enjoy and are confident in accomplishing. | <i>Ask:</i> <ul style="list-style-type: none"> • <i>Do you do this now? If so, is this still an issue for you?</i> • <i>Do you have certain tasks or activities that you struggle with? If so, what do you need to make them less of a struggle?</i> • <i>What can I do to support you?</i> |
| Don't be afraid to try challenging activities or tasks outside of your comfort zone . If you are struggling with confidence in performing novel tasks, take a slow approach. Communicate openly with your supervisor or reach out to coworkers for assistance as needed. | |
| When faced with a challenging task that may seem overwhelming, break it down, outlining the required steps and setting interim goals. Don't fall into the trap of analysis paralysis. Reach out to others for guidance as soon as possible. They won't know you are struggling otherwise, and valuable time is lost needlessly. | |
| <i>Your Role</i> | |
| Set realistic goals for yourself. Speak with your supervisor if you need assistance setting these goals or use the SMART system for goal-setting (Specific, Measurable, Achievable, Realistic, and Timely goals). | <i>Ask:</i> <ul style="list-style-type: none"> • <i>When thinking about your work goals, what does success look like?</i> • <i>Is this achievable for you? If not, what would you change?</i> • <i>What can I do to support you?</i> |