Looking Back
Review & Accountability

10 min

1. **3rd Gear** ⚙ Check-in with each other in a general way before diving into work topics.

2. **Goals/Workstreams**: What progress was made on the targets or pieces of work agreed upon last time?

3. **100X Commitments**: What progress has been made on the specific development areas identified last time? (100 = health, X = multiplication)

4. **Review**: What celebrations have there been since last time? What frustrations?

Looking Up
Reflecting on Current Reality

10 min

1. **70:30** ⚙ What is your current 70:30? What factors are contributing to this reality? What has changed since last time? What is the overall trend (i.e. are things moving toward or away from the ideal of 70:30)?

2. **Peace Index** ⚙ What is your rating for each of the five elements? What factors are contributing to this reality? What has changed since last time? What is the overall trend (i.e. are the scores static, decreasing or increasing)?

3. **Tempo Balance Focus** ⚙ What are your answers for each element? What factors are contributing to this reality? What has changed since last time? What is the overall trend (i.e. are things improving or getting worse)?

Looking Forward
Agreeing on Future Priorities

10 min

1. **Goals/Workstreams**: Agree and write down the targets or pieces of work that should be worked on before the next session (the format of these will depend on the setup of your business, but could be specific tasks or Objectives and Key Results (OKRs), for example).

2. **Support/Challenge** ⚙ Discuss what specific support and challenge is needed to help achieve each of these objectives.

3. **100X Commitments**: Based on all of the session so far, what specific growth areas have been identified? (100 = health, X = multiplication)

4. **Support/Challenge** ⚙ Discuss what specific support and challenge is needed to help achieve each of these items.

⬡ Click to watch tool video

Welcome to 100X Performance Coaching, a new way of working with team members. When you calibrate support and challenge for those you lead, they will experience an environment of empowerment and opportunity. This is the foundation of high performance.

100X Performance Coaching is for you if you are:

- Tired of traditional performance management approaches that feel like box-ticking exercises that yield no increase in actual performance.

- Determined to be a better leader for your team, but don't know where to start.

- Short on time but want to give employees a professional coaching experience.

- In need of a team leadership tool that meets the demands of a rapidly changing, agile workplace.

Getting Started

This is designed to be simple, scalable and sustainable. Here are some frequently asked questions, along with some answers to help you get started.

Where do I go first?

Read through the rest of this PDF and familiarize yourself with all of the tools.

How do I set this up with my team?

First, let them know that you are introducing a new way for you and them to catch up and talk about their work and what is happening in their world. Second, give them a copy of the 100X Performance Coaching PDF and ask them to watch the tool videos using their GiANT account.

How often should I do this with each person?

We recommend once a week, but if you have a lot of direct reports, bi-weekly might be more manageable for you.

How long should each session last?

Aim for 30 minutes, but be prepared for the first few sessions to take a bit longer while everyone gets familiar with the new tools and concepts.

What if a big issue comes up during a session?

100X Performance Coaching sessions are designed to be quick and regular catch-ups. If during the course of a session an issue comes up that requires more time, schedule a specific, and intentional, meeting with them to focus on that one topic.

Where can I go deeper?

At any time you can search in the Media App, on GiANT, to find more resources on all of the tools and topics used in 100X Performance Coaching.

How do I handle each of the short exercises?

First, insure that the person you are meeting with understands the concept, intent, and tools. Next, ask them for their thoughts and reflections. Once they have shared, feel free to give your own insights and thoughts.

How can I keep a record of our conversation?

Use the PDF (either on paper or electronically) to note down all the answers to the questions. Both the team leader and team member should have access to a copy of these documents so that progress over time can be tracked and reviewed.

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