

COUNSELING ENHANCEMENT TOOL
Leader Form

This tool is designed to support the development of Soldiers by offering a method NCOs can use to enhance conversations around developmental counseling. Brief instructions are included in each section and detailed instructions and guidance are contained in the tool reference material.

Soldier:

NCO:

Key events since last session:

Dates of review:

1. TACTICAL AND TECHNICAL PROFICIENCY (MOS AND WARRIOR TASKS)

1. A. Sustains and Improves. Mark S for sustain or I for improvement.

- S I Demonstrates MOS proficiency.
- S I Demonstrates warrior task proficiency.
- S I Handles MOS task-related problems effectively.
- S I MOS qualified.
- S I Other:

1.B. Observations:

1.C. Expectations: Ask Soldier: On a scale of 1-100%, what percentage of time do you think you have met expectations? %

1.D. Goal: Ask Soldier: What can you do to improve? How can I help you get there?

2. COMMUNICATES EFFECTIVELY

2.A. Sustains and Improves. Mark S for sustain or I for improvement.

- S I Speaks clearly and concisely.
- S I Demonstrates communication skills needed for job duties.
- S I Engages in active listening.
- S I Demonstrates understanding when receiving communication from others (e.g., clarifies information, takes notes as needed).
- S I Distributes information in a timely manner (e.g., passes down relevant information to Soldiers, filters up important information to chain of command).
- S I Other:

2.B. Observations:

2.C. Expectations: Ask Soldier: On a scale of 1-100%, what percentage of time do you think you have met expectations? %

2.D. Goal: Ask Soldier: What can you do to improve? How can I help you get there?

3. EXHIBITS EFFORT

3.A. Sustains and Improves. Mark S for sustain or I for improvement.

- S | Completes work assignments even under challenging conditions.
- S | Puts forth extra effort as needed to accomplish tasks effectively
- S | Completes assignments without unnecessary supervision.
- S | Takes initiative to accomplish tasks without supervision.
- S | Seeks out challenging assignments and/or additional responsibilities.
- S | Other:

3.B. Observations:

3.C. Expectations: Ask Soldier: On a scale of 1-100%, what percentage of time do you think you have met expectations? %

3.D. Goal: Ask Soldier: What can you do to improve? How can I help you get there?

4. EXHIBITS PERSONAL DISCIPLINE

4.A. Sustains and Improves. Mark S for sustain or I for improvement.

- S | Holds self to Army values and standards.
- S | Holds others accountable to Army values and standards.
- S | Follows orders; committed to obligations.
- S | Exhibits self-control and discipline on the job.
- S | Other:

4.B. Observations:

4.C. Expectations: Ask Soldier: On a scale of 1-100%, what percentage of time do you think you have met expectations? %

4.D. Goal: Ask Soldier: What can you do to improve? How can I help you get there?

5. CONTRIBUTES TO THE TEAM

5.A. Sustains and Improves. Mark S for sustain or I for improvement.

- S | Treats others with dignity and respect.
- S | Notices when others need help and offers assistance without being asked.
- S | Puts in effort to achieve team goals.
- S | Other:

5.B. Observations:

5.C. Expectations: Ask Soldier: On a scale of 1-100%, what percentage of time do you think you have met expectations? %

5.D. Goal: Ask Soldier: What can you do to improve? How can I help you get there?

6. EXHIBITS FITNESS, MILITARY BEARING, AND APPEARANCE

6.A. Sustains and Improves. Mark S for sustain or I for improvement.

- S I Maintains physical condition per Army regulation.
- S I Maintains excellent military bearing per Army regulation.
- S I Maintains Army standards for appearance per Army regulation.
- S I Other:

6.B.Observations:

6.C. Expectations: Ask Soldier: On a scale of 1-100%, what percentage of time do you think you have met expectations? %

6.D. Goal: Ask Soldier: What can you do to improve? How can I help you get there?

7. MANAGES PERSONAL MATTERS

7.A. Sustains and Improves. Mark S for sustain or I for improvement.

- S I Fulfills commitments to family/ friends.
- S I Maintains personal finances and budget; financial planning.
- S I Uses sound judgment in personal matters.
- S I Others:

7.B. OBSERVATION

7.C. Expectations: Ask Soldier: On a scale of 1-100%, what percentage of time do you think you have met expectations? %

7.D. Goal: Ask Soldier: What can you do to improve? How can I help you get there?

8. Plan: Based on the conversation, work with Soldier to identify three areas to focus. Review the Soldier's information in the Small Unit Leader Tool, and their IDP in ACT. Have the Soldier identify the top 3 areas they want to work on. Help the Soldier develop relevant SMART goals.

SMART Goal 1:

SMART Goal 2

SMART Goal 3

Barriers and Resources: Ask the Soldier: Is there anything that could get in the way of you achieving these goals? Based on the discussion were you able to identify any additional resources the Soldier could utilize for success?