

Name _____ Department/Unit _____

Employee(s) Rounded on _____ Date/Week of _____

Key Words or Questions	Special Employee Issues

Tip: Initially explain the purpose of leader rounding!

Steps	Comments	
1. Personal Connection		
2. What's working well?		
3. Is there anyone I should recognize for doing great work?	<u>Who</u>	<u>What/Why</u>
4. Are there any physicians that I should recognize?	<u>Who</u>	<u>What/Why</u>
5. Are there any systems that need improvement?		
6. Do you have the basic tools and equipment to do your job?		
7. Tough Questions		
8. Behaviors Coached <input type="checkbox"/> AIDET/Key Words <input type="checkbox"/> Customer Service Priorities <input type="checkbox"/> Standards <input type="checkbox"/> Other: _____		
9. Is there anything I can help you with right now?		
Thank You for making a difference!		

Review findings with next level leader in one-on-one meetings.