

# The Manager's Coaching Toolkit

Fast and Simple Solutions for Busy Managers

by Dr. David Allamby

www.CoachingToolbook.com

Published by Prentice Hall ISBN: 0273708317

## OPERA tool

chapter 6

Notes

**Outcome desired :**

---

**Push for and against :**

**Evaluate each force :**

**Reduce or Reinforce :**

**Action plan :**