



Coaching Session Worksheet

Participant's Name:		Coaching Session:					
		1	2	3	4	5	6
Date, Time and Duration of Session:		Communication Method: (in person, phone, other)					
Report Back (Sessions 2-6 only): Insights? What might be getting in the way?							
GOAL:							
1. What do you want to focus on in our coaching today?							
2. What's important about this?							
3. What do you want to take away from our session today?							
4. How will you know you got what you wanted from today's session?							
REALITY:							
What strengths did the Participant leverage?							
What is getting in the way?							
OPTIONS:							
Level of motivation when looking at possibilities?							
How do the options being chosen align with the goal?							
WAY FORWARD:							
Action plan outlines what the Participant is committing to do, how they will complete it, by when, what supports and resources they will need and how they will measure success.							
Concluding:							
What did I acknowledge?							