

The Coach's Planning Form

Use this form to prepare for a coaching session. Take the time to specify exactly what you hope to achieve and how you intend to achieve it.

Discussion with:

Date:

Areas Where Coaching is Needed (base this on observations):

Purpose of Coaching Session (to address a performance problem? Address a skill gap?):

Desired Outcomes of Session:

Why Coaching Is Important in This Situation (e.g., What is at stake? What are the consequences?):

Potential Difficulties	Methods for Handling
1.	1.
2.	2.
3.	3.

Next Steps

1.

2.

3.