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| **Coaching Preparation Documentation** |

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| **Name of Coachee:** |
| **Date:** |

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| **To be completed by the Coachee prior to the Coaching Session and brought to the session for discussion.** |
| **Identify Individual Developmental Needs: What do you want to achieve as a result of the coaching sessions?**  (Please spend some time prior to the session(s) thinking about your goals and/or issues you wish to be coached on. These can be general i.e. improved confidence, become more assertive, build better relationship with XYZ colleague, manager etc, or more specific and related to a specific issue impacting on your life and/or work performance). |
| **How will achieving these goals help your team and organisation?** (How are your personal development needs aligned with your team and organisational and goals?) |