**COACHING PREPARATION ANALYSIS**

**NAME OF THE COACHEE:**

**ORGANISATION:**

**DATE:**

(This document needs to be completed by the Coachee before their first Coaching Session in the Coaching Programme, and it will need to be brought for discussion and will help the session being framed before we meet our client)

**Individual Development Needs: What would you like to achieve from our coaching sessions?**

(Spend some time before your first coaching session thinking about what you would like to achieve – achieving goals, or resolving problems that hinder your progress or development. These can be general or specific, work related or personal. Ex: Improve communication skills, improve leadership style, build better relationships with the team, etc…)

**Team Developmental Needs: How would these goals fit within your current team/department and their goals?**

**How would achieving your outcomes help both you and them?**