

**Record of the Coaching Session**

Coach:

Coachee:

Coaching Session date:

|  |  |
| --- | --- |
| Review of Progress against your goals: | Dates/ Key points |
| Record of Discussion: | Dates/ Key points |
| Resources used: | Key points |

|  |  |
| --- | --- |
| What’s next? New actions/goals  | Dates/ Key points |
| Emotional Check-in. How are you feeling at the end of the session?Any further support or actions? |

Date of next session:

Signed coach:

Signed Coachee:

The coach should send a copy of the coaching record to the coachee and the end of each session