Coaching or Mentoring Diary

Coaching Session Notes / Record

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| --- | --- | --- | --- |
| **Client Ref/ID** |  | **Session No.** |  |
| **Date of Session** |  | **Duration** |  |

|  |  |
| --- | --- |
| **Review of client’s progress from last session (if applicable)** |  |
| **Goal for today’s meeting** |  |
| **Reality/current situation** |  |
| **Options generated to achieve goal** |  |
| **Chosen option & target date** |  |
| **Willingness of client to complete action** |  |
| **Feedback you gave to the client** |  |
| **Feedback from client on the coaching/mentoring session** |  |
| **Date and venue of next session** |  |

AC 2.2 Maintain effective records of coaching or mentoring activity to include goals, progress against goals, summary discussion and outcomes

This page will require photocopying and completion for each session with an individual