Coaching or Mentoring Diary

Goal setting and Diagnostics

(Units 501/502)

**GOAL SETTINGS**

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| --- |
| Client’s development needs and SMART goals: |
|  |
| SMART goals of the client’s stakeholders  |
|  |

**DIAGNOSTICS**

|  |  |
| --- | --- |
| Client ref/ID |  |
| Name of diagnostic used |  |

Outcome of diagnostics used with the client:

|  |  |
| --- | --- |
| **Client’s learning style** |  |
| **Other diagnostic tools if used & results** |  |

Client’s SWOT

|  |  |
| --- | --- |
| **Strengths** | **Weaknesses / areas for development** |
| **Opportunities** | **Threats / barriers** |

AC 1.2 Identify individual developmental needs in the coaching or mentoring programme and agree overall goals prior to contracting