Coaching or Mentoring Diary Intro

(Units 501/502)

[This diary will help you to plan, structure, agree the diagnostics and contract as well as recording the coaching or mentoring sessions.

The diary will provide evidence for the achievement of this unit, along with the reflective log sheet, feedback sheet and record of tutorial/supervision discussion. (Please make a copy of the template for each individual as required)]

*[Remember that the coaching and mentoring is totally confidential and you shouldn’t refer to the client by name for the purposes of assessment. ]*

|  |  |
| --- | --- |
| **Name of Coach/Mentor** |  |
| **Client Ref/ID** |  |
| **Start Date of Activity** |  |
| **Total number of hours completed** |  |
| **Upon completion of the mentoring activity:** |
| **Signature of Coach/Mentor**  |  | **Date** |  |
| **Signature of Client** |  | **Date** |  |

**Remember Client needs to sign upon completion of coaching sessions**

(for confirmation that the activity took place – client signature can be anonymised prior to submission)

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| **Brief profile of the client** |
|  |
| **What are the anticipated benefits of coaching/mentoring for this client?**  |
|  |
| **Where will you meet for the sessions?** |
|  |
| **What makes this venue suitable?** |
|  |
| **Planned duration of the sessions** |  | **Number of Sessions** |  |

Unit 501 AC 1.1 Plan and prepare to deliver a coaching or mentoring programme to support a minimum of 2 and a maximum of 3 individuals over 18 hours

Unit 502 AC1.1 Plan and prepare to deliver a coaching or mentoring programme to support a minimum of 4 and a maximum of 9 individuals over 54 hours