Coaching or Mentoring Diary

Reflective Log

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| --- | --- | --- | --- | --- | --- |
| Name of Coach/Mentor |  | Client ref/ID |  | Date |  |

| Area for reflection | Reflect on each session to review your coaching or mentoring.  Use any feedback from the client and supervisor/tutor received.  Give specific examples where possible. |
| --- | --- |
| Overall, how did the session go? |  |
| What coaching or mentoring model or tools did I use?  Justify your use of these. |  |
| How well did I listen? |  |
| How was my questioning technique?  (give examples of questions used and impact of those) |  |
| Feedback received from client and/or supervisor |  |
| Was I ethical, and non-judgemental? |  |
| How well did I give feedback? |  |
| Based on my reflection and feedback received, what do I need to improve for the next session and how do I assess my ability overall? |  |

AC2.4 Maintain evidence of ongoing reflection on the coaching or mentoring sessions

AC3.1 Reflect on each session and identify key learning to support continuous professional development

AC3.2 Justify the tools and techniques used during the coaching or mentoring

Unit 501 AC3.3 Use ongoing feedback on effectiveness of own coaching or mentoring for each session and show evidence of this, including evidence of 1 hour of supervision feedback

This reflective log will help you to review your coaching or mentoring after each session with your client.

Use this reflective log alongside the diary, so that you can reflect on your skills, knowledge and behaviours, as you progress through the sessions.

The final step is to use these reflections and the feedback you have received to make a summative assessment of your overall ability in order to meet:

AC 3.4 Assess and evidence own ability to use effective communication techniques including questioning, listening and giving feedback in order to facilitate coaching or mentoring practice

This reflective log, your diary, feedback from the client and supervision record will also support your overall reflection for Unit 503 if fully completed, but please refer to the assessment criteria for the whole unit.