Coaching or Mentoring Diary

Feedback to Coach from Coachee/Client

Units 501/502

**To the coachee/mentee - please complete the following review of your coaching/mentoring sessions to enable your coach/mentor to develop their skills and evaluate the effectiveness of the coaching/mentoring programme.**

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

|  |  |
| --- | --- |
| **Key coach/mentor attributes** | **Please rate your coach/mentor****1= doesn’t do it at all 10 = does it very well** |
| Builds rapport | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Is non-judgemental | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Shows listening skills | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Uses questioning skills to help me self-reflect | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Has a structured approach to sessions | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Is friendly | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Helps me set my goals | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Shows empathy | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Shows respect | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Is motivating | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Is supportive | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Maintains confidentiality | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Has patience | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Gives feedback when appropriate | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Accepts feedback | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Challenges appropriately | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Helps me achieve my goals | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Please describe your overall experience of coaching or mentoring with your coach or mentor and to what extent were your goals achieved: |  |
| If you have given any low scores, please suggest how could your coach/mentor improve? |  |

Unit 501 and 502 AC2.3 Maintain evidence of feedback from supervisor and ongoing feedback from clients

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

Unit 502 AC3.3 Use ongoing feedback on effectiveness of own coaching or mentoring for each session and show evidence of this, including evidence of a minimum of 3 hours of supervision feedback