Coaching or Mentoring Diary

Feedback on Coaching/Mentoring from Supervisor/Tutor

Units 501/502

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| **Name of coach/mentor** |  |
| **Observation/Recording** |  |
| **Length of session observed** |  |
| **Name of supervisor/tutor** |  |
| **Date** |  |

|  |  |
| --- | --- |
| **Skills and knowledge observed** | **Comment on the mentoring practice observed** |
| **Building a rapport** |  |
| **Contracting** |  |
| **Following a process** |  |
| **Listening** |  |
| **Questioning** |  |
| **Challenging** |  |
| **Giving feedback** |  |
| **Asking for feedback** |  |
| **Other** |  |
| **Areas for development** |  |

**Unit 501 and 502 AC 2.3 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**

The supervisor should observe the coach or mentor in practice and provide real-time feedback at least once. Where this is not possible, a recording can be used of the coaching or mentoring session. It is an opportunity for the coach or mentor to receive feedback from an experienced practitioner.