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1-on-1 Coaching

Discussion Template

Name

Date

Engage - *“What’s on your mind?”*



Goal

“What do you need to accomplish?”

Status

“Where are you currently?”

Factors

“What’s helping? What’s hindering?”

Plan / Challenge - *“What do you see as your next steps? Can I give you a challenge?”*

Follow-up - *“How should I follow-up with you? When should we check in on this?”*

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Coach to the Plan

1-on-1 Coaching Discussion Record

Name

Coaching Discussions

	Date	Main Topic(s)	Challenges / Commitments	Follow-up / Outcomes
1:				
2:				
3:				
4:				
5:				
6:				
7:				
8:				
9:				
10:				