Coaching Diary

Coach:
Coachee:
Date of Session:
Session Number:
Duration:

Please expand and provide detailed evidence for each prompt

RATIONALE FOR COACHING: present a case for coaching as agreed with the stakeholder(s) / client(s)	
FIRST SESSION ONLY: • Coaching role and agreement explained (detail and provide evidence of agreement) • Targets and Duration for Coaching Identified • Coach plan established i.e. where, when, frequency, how long (give details) • Exit strategy discussed	

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MANAGEMENT OF THE SESSION

REVIEW OR LAST SESSION: (please complete after your first session) Review of client(s) development and progress towards acheiving their goals and outcomes	
GOAL (SMART) What was the topic discussed: What was the goal identified:	
REALITY • Outline current situation (REALITY) • Confirm key points of the session • What personal/practical barriers were identified and overcome • Observations emerging e.g. body language, limiting beliefs	
OPTIONS Describe the possibilities (OPTIONS) explored and developed	

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WAY FORWARD

- Client's agreed actions (please detail)
- Commitment check done at the end
- Positive close to the session
- Overall structure and planning - able to keep session on track

TOOLS

Describe any coaching tools and techniques used e.g.

E.g. grounding techniques, learning styles, choice of coaching model, how you have adapted these to suit the coachee

RAPPORT

Describe how you build rapport e.g.

- Body language
- Voice (tone and pace)

REVIEW PROGRESS TOWARDS CLIENT'S GOALS

Discuss your view/opinion on progress towards the client's goal exploring:

patterns, personal learning, and other areas of improvement..

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FEEDBACK COLLECTED FROM CLIENT (OR SUPERVISOR) E.g. verbal or written	

Coach reflections on OWN practice

COACH'S ATTITUDE AND APPROACH • Non-directive style (no coach advising, problem-solving) • Permission asked for creative thinking • Followed the client's agenda • Encouraged responsibility and ownership • Challenging blockages/assumptions	
LISTENING SKILLS • Dual Listening • Focused • Non-judgemental • Use of silence • Use of client's language	

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SUMMARISING AND REFLECTING BACK ABILITY I.E. ACCURATE AND SUCCINCT	
QUESTIONING ABILITY I.E. OPEN, CHALLENGING, SUCCINCT Check for use of unproductive questions, leading or multiple questions	
TIME KEEPING OF THE SESSION	
WHAT DIDN'T WORK?	
ADAPTATIONS MADE TO MEET THE COACHES NEEDS?	
WHAT WOULD YOU DO DIFFERENTLY NEXT TIME?	
DEVELOPMENT What skills do I still need to develop further? i.e. listening, questioning etc?	