

Activity Notes for Coach

Session No : Day / Date : Organization Name

What is your main concern in the last 2 weeks ?

-

What is your main challenge right now ?

-

What is the biggest progress you made in the last 2 weeks ?

-

What I'd like to cover this session :

1.

2.

What You'd like to cover this session :

1.

2.

A. Review Target & Plan

B. Review Business & Personal Goals

Commitments for the Next 2 Weeks

1.

2.

3.

4.

5.

PIC

Tgl. Deadline

Summing Up

Can you recap Your commitment from this session ? I need to make sure that you got what I want you to

What we want to cover at the next session :

1.

2.

To Achieve Lists for Me as a Coach :

1.

2.

Feedback from the Coachee for this session :

- 1. What is your Biggest Learning that you will action in your business from this session ?
- 2. Do you feel that you got value from this session, and why ?
- 3. From score 1 - 10, how important is this session for you, and why ?
- 4. Our next session is on

Commitment Sheet for Coachee

Date : Name : Organization Name :

My main concern in the last 2 weeks is :
.....

My biggest challenge right now is
.....
.....

My biggest progress in the last 2 weeks is
.....

My Commitments until next session	PIC	Deadline
Commitment 1		
Commitment 2		
Commitment 3		
Commitment 4		

The main topic that needs to be discussed with coach at the next session is
.....

The support I expect from my coach is :

1. My biggest learning that I am doing into the business from this session is
.....
- 2.How useful is this session for you and why ?
.....
3. From the benefits I get from this session, the rate I want to give is
4. Our next session is on