The Coaching tool uses a selectable coaching form that will be created on the Templates page.

**Templates Page:**

Create a dynamic form builder that will allow users to create a form that follows a specific coaching need. Once the form is created from the templates page and set to active wit will appear as a selectable form in a drop-down list when starting a new Coaching session.

These are the types of forms that can be created:

* **Coaching Form:** When a new Coaching session is started only these can be selected from the list.
* **Follow-up Form:** These forms can only be used after the initial coaching session has been submitted. These are generally shorter forms that are used for quick coaching follow up actions.
* **Team Form:** These are only used when a team huddle is being conducted. These should never show up as an option in a coaching session this is designed for a group setting, not one-on-one coaching.

**Coaching Form Page:**

When coaching is started (Follow-up or New) users will be directed to the Coaching page to initiate the coaching session. If the coaching session is a follow up session the page will display the previous coaching session information. The coach will select continue coaching and be prompted to select a coaching form. They can select a Coaching for or a Follow-up form and start the coaching session.

Every form will include the following details by default:

* User & Coach Information: Display who is being coached and Coached by
* Coaching Date: The date the coaching session started
* Coaching Behavior: Behaviors will be tied to a KPI on the Templates Page
* Follow-up Actions: Coach must have at least one but multiple can be added)
* Follow-up date: Required unless coach ends the Coaching session)
* Coaching History: Display all the coaching sessions from the time this session started until the coach ends the session.