




Coachee Workplace Activity Log Template

The questions in the workplace activity should be adapted to the areas identified in the Coaching Evaluation Plan.

i.e., if the Coachee requires interpersonal skills a question like:

How well were you able to relate to co-workers and colleagues?

So, the coachee can identify and be aware of their relationships and bonds with colleagues. Workplace Activity questions are not limited and should cover all the areas identified in the plan.

Supervisor Name: Cleo Cola		OVERALL COMMENTS BY SUPERVISOR The can resolve conflicts, and well in time management as well as communications.						
Supervisor Signature c.cole								
Date: 22 Feb 2024								
Workplace activity	How often did/do you perform this activity? i.e., daily, weekly, monthly	Rate			Signature	Supervisor RATING		
Tick the relevance of when you mostly use the workplace activity in reality		Can!	Almost?	Need Assistance!		 Sorted!	 Mostly?	 Needs Assistance!
Interpersonal Skills Development	Weekly	X			c.cole	X		
Conflict Resolution Practice	Daily		X		c.cole		X	
Time Management Techniques Application	Daily	X			c.cole	X		
Effective Communication with Team Members	Daily	X			c.cole	X		
Strategic Decision Making Exercises	Weekly	X			c.cole	X		

Personal Reflection

Give a personal reflection on what went well for you during the above activities and areas of remedial improvement, also refer to types of tools, equipment, and materials that you used to complete the activities.

During the activities, I successfully enhanced interpersonal skills and time management through weekly exercises, utilizing digital tools for task prioritization. However, I identified the need for improvement in conflict resolution and strategic decision-making. Despite daily practice, implementing effective conflict resolution strategies remained challenging, indicating a need for further training. Similarly, while engaging in weekly strategic decision-making exercises, I recognized the need to broaden my knowledge in this area. Going forward, I plan to enroll in additional workshops and seek mentorship to strengthen these skills. Supervisor Comments: The coachee has shown dedication in improving interpersonal skills and time management. However, there is room for growth in conflict resolution and strategic decision-making. Continued commitment to learning and seeking mentorship will lead to further development.

SUPERVISOR COMMENTS:

The coachee has shown commendable dedication to improving their interpersonal skills and time management abilities. However, there is room for growth in conflict resolution techniques and strategic decision-making. Continued commitment to learning and seeking mentorship will undoubtedly lead to further professional development and success.



REMEDIAL /
IMPROVEMENT
AREAS

Enhance time management skills to meet project deadlines effectively.

Improve conflict resolution techniques to address team disagreements more

Develop stronger leadership communication to provide clearer direction to team members.

c.cole

SUPERVISOR SIGNATURE

Rwiliams

COACH SIGNATURE

Jsanns

COACHEE SIGNATURE

DATE: 22 Feb 2024

