

Coachee Assistance Log

Date	Discussion	Improvements/Assistance given	Coachee Acceptance Signature	Coach Authenticated
2024-01-15	Discussed strategies for time management.	Provided tips on prioritization and task organization.		
2024-01-22	Addressed challenges in team communication.	Offered techniques for effective communication and conflict resolution.		
2024-02-05	Reviewed progress on goal achievement.	Identified areas for improvement and set action plans.		