




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:		OVERALL COMMENTS BY SUPERVISOR						
Supervisor Signature								
Date:								
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!

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.

SUPERVISOR
COMMENTS:



REMEDIAL /
IMPROVEMENT
AREAS

SUPERVISOR SIGNATURE

COACH SIGNATURE

COACHEE SIGNATURE

DATE: _____

SIMULATION

