



## Coaching Completion Checklist

Bringing closure to coaching sessions and/or coaching engagements should occur as consciously and intentionally as beginning them. The following questions are intended as a checklist to prompt thinking about what elements should be included to effectively bring the coaching sessions and/or the coaching relationship to a close.

### Ending Coaching Sessions

- ☐ Has the general learning been synthesized and articulated?
- ☐ Has the client arrived at clear next steps to move forward toward their goals?
- ☐ Have structures or resources been identified that will support action?
- ☐ Have the follow-up items where appropriate been specified?
- ☐ Is a process for accountability where appropriate clear and specific?
- ☐ Has the client been acknowledged where appropriate?

### Ending Coaching Relationships

- ☐ Have overall goals and outcomes of the coaching process been reviewed?
- ☐ Has progress and achievement been acknowledged and celebrated?
- ☐ Has a strategy been identified to continue development and action?
- ☐ Has feedback on the coach been solicited?
- ☐ Has feedback on the overall coaching experience been solicited?