

## Pre-coaching planning sheet – business coaching



Business or Performance Coaching is most effective when all three parties (Participant, manager & coach) are working to the same agenda and goals. The completion of this simple page will help ensure a successful process. This is best undertaken with the participant and manager sitting and completing this together one or two days before the first coaching session.

Why do you think you would benefit from a Coach?

Summarise the issue(s) you are dealing with right now that you want to work on?

### GOAL(s)

What do you want to achieve? Please be specific ([SMART](#)):

What I want to learn & gain from a coaching programme:	How I think coaching can help me to achieve my goal:	The skills I want to learn and practice are: (optional may form part of the coaching if not known)
Goal 1)	1)	
Goal 2)	2)	

What would you like to be different right now?

How will you know when you have reached your goal? What will be different?

Goal 1)

Goal 2)

When would you like to have achieved your first goal?

Signed

\_\_\_\_\_  
Learner/ participant

\_\_\_\_\_  
Manager