

## The Coach/Mentor's Planning Form

Use this form to prepare for a coaching session. Take the time to specify exactly what you hope to achieve and how you intend to achieve it.

**Discussion with:**

**Date:**

**Areas Where coaching is Needed (base this on observations):**

**Purpose of coaching Session (to address a performance problem? Address a skill gap?):**

**Desired Outcomes of Session:**

**Why coaching Is Important in This Situation (e.g., What is at stake? What are the consequences?):**

Potential Difficulties	Methods for Handling
1.	1.
2.	2.
3.	3.

### Next Steps

1.

2.

3.