

Coaching Framework

Client Name:

Date:

Goals and Objectives:

1. Primary Goal: [Enhance Leadership Skills](#)

- **Specific Actions to Achieve Goal:**

- Action 1:

- Action 2:

- Action 3:

2. Secondary Goal: [Improve Work-Life Balance](#)

- **Specific Actions to Achieve Goal:**

- Action 1:

- Action 2:

- Action 3:

Coaching Plan:

Coaching Schedule:

Progress Tracking and Accountability:

Ongoing Support:

Reflection and Growth:

Success Metrics:

Client Signature:

Coach Signature:

I agree to the terms and conditions of the Coaching Framework and commit to actively participating in my coaching journey.

Please sign and return a copy of this Coaching Framework for our records.

For Coach's Use Only:

Notes from Initial Assessment:

Progress Updates:

Reflections and Insights:

Milestones Achieved:

Areas for Continued Focus: