

One-on-One Coaching Form

Employee Name:

Date:

Position:

Coach Name:

Goal Setting

What specific professional goals would you like to achieve in the next month/quarter?

Are there any organizational objectives that should be prioritized in our coaching discussions?

Identify Actionable Steps:

What actionable steps can we take to progress toward the defined goals?

Future Planning

What topics or areas would you like to focus on in our future coaching sessions?

How can we adjust our coaching approach to better meet your evolving needs and aspirations?

Feedback and Evaluation:

Signatures:

Employee: _____

Coach: _____