

Coaching Notes



Date & Time		In-Person	Virtual
People & Contact Information	Coach		
	Coaching client		
Components of Coaching Conversation			
Identify purpose	Restate, clarify and refine conversation topic		
Build rapport	Identify, empathize with & validate emotions & perceptions		
Set goal	Reframe into actionable goal that results in positive change		
Create plan	Discuss & select strategies, steps, resources, timeline, & data collection procedure		
Analyze & reflect	Determine next steps, set next conversation, coachee reflects on the process		
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