

# Review Sheet

As part of the Coaching Contract which you signed up to at the beginning of the process, I included a number of promises. I want you to review the coaching in the light of these and give me any feedback which will help me to improve my coaching practice. If this raises issues you wish to discuss with me further then please get in touch. Thanks for completing the review.

Clare

To what extent did I achieve the following? Have you any comments to make?

Did I have an open, self aware and honest attitude and approach to you?

Did we agree actions going forward at the end of each session and review progress as part of each session?

Was the coaching session based on mutual respect?

Did the coaching method respond to your learning needs and agenda by questioning, challenging, supporting as well as offering evaluative feedback and guidance as appropriate?

Did I achieve the following

- being reliable in keeping appointments and monitoring the length of our sessions (time keeping)?
- creating a safe place for our discussions?
- helping you work things out for yourself and avoiding giving instructions on how to act?
- helping you establish what help you want/need and how you might access it?
- avoiding jumping to conclusions or being judgmental but nevertheless asking challenging questions?
- helping you explore options - the advantages/disadvantages of different courses of action (sometimes perhaps offering options for you to consider based on my own experience)?
- encouraging you to reflect on specific experiences in order to learn from them?
- encouraging you to talk to your line manager about any action that you need his/her support for, or about issues that involve him/her?

- actively listening and helping you explore your ideas without imposing my own?
- asking questions to get you to explore issues more deeply?
- encouraging you to set learning, development and business objectives?
- helping you identify, prioritise and plan how to meet your development needs?
- giving constructive feedback as and when appropriate?

Is there any other comment you wish to make about the coaching session?

Thanks for completing this review. All your comments will help me in my learning.

Clare