**Coaching (12 Month) Progress Plan**

**Name of Coach: ………………………………………….. Name of Coachee: ………………………………………….**

|  |  |  |  |
| --- | --- | --- | --- |
| **Timescale** | **Session Content** | **Measures of Success** | **Challenges** |
| **Initial Meeting**  **Date…………………..** | **Building Rapport**  Engagement & Rapport Building  Scene Setting & Contracting |  |  |
| **Months 1-3**  **Date…………………..** | **Setting Direction**  Establishing Goals  Setting SMART objectives |  |  |
| **Months 4-6**  **Date…………………..** | **Progression**  Checking progress to date  Challenge & Support where objectives not met |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Timescale** | **Session Content** | **Measures of Success** | **Challenges** |
| **Months 7-9**  **Date…………………..** | **Winding Up**  Check Objectives are still relevant  Record Outcomes & Successes |  |  |
| **Months 10-12**  **Date…………………..** | **Moving On**  Establish Coachee’s longer-term goals  Agree on how the Coaching relationship will change/end |  |  |

|  |  |
| --- | --- |
| **Post Coaching Relationship** | |
| **Reflection on relationship as a whole** |  |
| **Key Learning Points** |  |
| **Actions & Commitment to Change** |  |