Office for Public Management

Coaching Contract and Review Form

CLIENT NAME: ____
COACH NAME: ____
CLIENT LINE MANAGER NAME: ________________________________
Was the line manager involved in ***goal setting****?* Y/N
Was the line manager at the ***review*** *meeting?* Y/N
If 'no' to the above: *Was the line manager involved at all in the coaching process?* Y/N

CLIENTS ORGANISATION: ____________________________________

This form is to be completed after setting goals for the coaching sessions (contracting) and again at the final session to review progress with the client (and with their line manager where possible). This information will be held by the Regional Coaching Pool to assess the impact of the coaching. Personal details will not be issued unless prior agreement from the individuals has been gained. Although not mandatory it will help us to assess and review benefits and impact of coaching. Where appropriate you may be approached to produce a case study of your experience.

Contracting Phase **Date of session:**	**Review Phase** **Date of session:**
Goals for the Coaching? What would success look like in meeting these goals? (If goals change during the course of the sessions please provide details)	Were these goals achieved? Please provide details.
Why was coaching chosen to help meet these goals?	What difference has coaching made to you?

What do you think the benefits might be to your organisation?	What impact has the coaching made for your organisation?

After your final session please indicate:

How many sessions you had? 1, 2, 3, 4, 5, 6. If more than 6 please state_____

Where were the sessions held? Client Location, Coach Location, Other _____________________

How to use the form:

Contracting: Complete the initial details and run through the questions under the Contracting column with your client; this can be done whenever the questions fit most suitably in your discussions. It may not necessarily be during the first session but it should be done as early as possible in your coaching relationship.

Review: On your final session run through the questions under the Review column with your client (you may wish to remind them of the purpose of the evaluation). After completing the questions below the table please email or post a copy of the form back to the projects team for analysis.