

**Meeting Preparation form**

[www.southwestleadership.nhs.uk](http://www.southwestleadership.nhs.uk/)

Meeting Preparation Form

(to be completed by the Client / Coachee / Mentee)

Name: Date:

Session No: Times:

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| **What have you accomplished since our last meeting?** |
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| **What didn’t you get done, but intended to** |
|  |
| **What’s on your mind at work at the moment?** |
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| **What challenges and problems you are facing now** |
|  |
| **The opportunities which are available to you right now** |
|  |
| **Anything else that is relevant** |
|  |
| **I want to use the coaching / mentoring session to:** |
|  |