

Preparation & Reflection Form



**Preparation and Reflection Form
(to be completed by the Coach)**

Coach/Mentor:

Coachee/Mentee:

Date:

Session No:

Times:

Total Hours:

Pre session

What is the preferred learning style / approach of the coachee/mentee?

What skills and qualities do I want to work on in the session?

Considering both the above how am I going to approach the session?

Post Session

What worked well in the session?

What worked less well?

Which models/techniques/structures did I use?

What have I learnt, what changes can I make to my practice as a result?