

City of Koronadal Water District

**Form A
Coaching Report Form**

Date	
Name of Coach	
Name of Individual Coachee (signature)	
Attendance (if Team Coaching)	

Coaching Agenda

Coaching Goal	
Reality or the Problem Situation/ Issue	
Options/ Opportunities	
Committed Action	
Who will do?	
Resources Needed (time, approvals, authorities, funds, etc.)	
Date that Coachee/ Team commits to do the action	

Note: Always start with sharing or follow-through of commitments from the previous coaching session. Please use extra forms if there is more than 1 agenda discussed.

Agreed Next Meeting is on:

Key Points of what was Shared:

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Process Observations of the Coach (Observable Behaviors of the Coachee/ Team/ Group being coached, General Disposition, Changes in Attitude since the last Coaching, Level of Coping with the Demands of Work)

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