
Coaching Session Summary (FOR THE COACH)

USE THIS FORM to make notes of what you took away from a specific coaching session with a client, as their coach. Print a new blank form for each coaching session, and keep them in the client's folder. Even though you might transfer (more in depth) notes to a computer, it's a good idea to jot down talking points, ideas, tidbits or memory joggers on paper **IN THE MOMENT** when they come to you. THEN, transfer them to the computer.

CLIENT NAME: _____	SESSION NUMBER: ____	OUT OF ____
SESSION MONTH: _____	DAY: _____	YEAR: _____
SESSION START TIME: ____ : ____	AM / PM	END TIME: ____ : ____
		AM / PM

1. Any follow-ups from previous sessions? What's taken place since the last call?
2. What ideas or thoughts did you take away from the client or you had during this session?
3. What do you feel stood out most? What do you think is most important to remember?
4. What do you think might be areas or topics for improvement / development?
5. What new goals/actions need to be created / acted on? Or, what goals need reinforcing?
6. What will the client be doing / putting into action before the next session or by a specific date?
7. What will you (as the coach) do / put into action before the next session or by a specific date?
8. Any other comments, thoughts, ideas, etc. to make note of?