# Template 2: RECords & REFLECTIONS

*You need to make a record of each of the 2-3 coaching sessions required for the assessment. It’s crucial that the person being coached retains anonymity, so please use an appropriate reference to identify them, rather than their name.*

*Collectively, all records and reflections submitted must demonstrate that you are able to:*

1. *Identify, evaluate, and demonstrate the application of, a range of key coaching skills*
2. *Plan, conduct, and reflect on a series of coaching sessions*

**Session Record**

|  |  |  |
| --- | --- | --- |
| **Coachee reference:** | | |
| **Session date:** | **Duration:** | **Stage:** *indicate if 1st, 2nd or 3rd session* |

|  |  |
| --- | --- |
| Context / Background |  |
| Summary of conversation |  |
| Options / Solutions identified |  |
| Outcomes: Any agreed actions & target timescales |  |
| Motivation of coachee to complete actions |  |
| Feedback you gave to the coachee |  |
| Any feedback given on your coaching? |  |
| Timescale and arrangements for follow up |  |

## Reflection

*After the session/conversation recorded above, reflect on your coaching. This section is about your progress, not the coachee. Your will need to demonstrate that you have reflected on the session and evaluated a range of key coaching skills. Give examples throughout. Please delete the guidance (in italics) before submitting.*

|  |
| --- |
| **In general, how did it go?** |
| **Did I use any specific coaching techniques, tools, or models? If so, why did I choose them and how effective were they?** |
| **What coaching skills and behaviours did I demonstrate?**  *Consider the skills and behaviours of a good coach and evaluate how well you demonstrated these in the sessions. Key questions here include: How well did I listen? How effective was my questioning technique? Was I non-judgemental? Did I behave ethically? How well did I give feedback?* |
| **Based on these reflections, what do I need to do to improve for the next session?** |