**Coaching contract aims and information**

In the near future we will start our coaching work together. In our first meeting, we will work to define very clearly what you want to accomplish from your coaching. This is a very important step in the coaching process and will ensure that we start with a solid foundation.

To help gain this clarity, please take the time to answer the following questions. You will see that some of the questions are quite broad. The intention here is to understand the wider context in which your coaching will take place as this will ensure better results. Some of the questions might prove quite searching, and this is normal. If you find any question particularly difficult to answer, just make a note and we will pick this up during our first meeting.

Best Wishes,

Your name:

Today’s date:

**1. Personal info**

a. Your personal details – role, contact address, phone numbers, email etc

b. How would you describe yourself?

**2. What do you want for yourself in your life?**

a. If you could have anything that you wanted professionally or personally what would you choose?

b. What’s important to you about the job you do?

**3. What are your coaching objectives?**

a. What specific outcomes do you want to achieve from coaching?

b. When you have accomplished the above, what will be possible for you?

c. How will you know that you are making progress towards these outcomes on a regular basis?

d. What are the challenges for you in reaching these outcomes?

e. What is it about you that will support all this to happen?

f. What areas will we be working on to specifically to support your objectives, in your opinion?

**4. The company as a stakeholder (if relevant)**

a. Why have your company offered you the coaching?

b. What results are they expecting to see?

c. What information do they want from you as to the progress and success of the coaching?

d. How often do they want to receive feedback from you?

**5. What is your recent history?**

a. What are you happiest about achieving last year?

b. What did you not achieve that you would have liked to?

c. Where do you focus most of your energy at the moment?

d. Is there anything else you want to let me know here?

**6. The coaching relationship**

a. How do you like to learn? how do you want to be coached?

b. What do you expect from the coaching you are about to receive?

c. What do you need to do to get the most out of this relationship?

d. What might get in the way of our coaching relationship?

e. In general, how do you prefer to be contacted (mobile, email, phone, etc)?

f. Is there anything else you want to let me know?