# Coaching Intake

Coaching is designed to generate self-awareness and behavioral changes. Coaching is understanding a person's current situation to help them improve future performance or to reach targeted goals. It is individualized one-to-one instruction by mutual agreement to reach targeted goals.

First the coach establishes rapport and builds trust. The feedback that follows is both honest and diplomatic, allowing the individual to hear and understand it from both a professional and/or personal perspective. In the final phase of coaching, the individual learns the skills needed to integrate that feedback and achieve desired goals. Assessment tools measuring strengths and preferences related to interpersonal skills, achievement orientation and leadership capacity may be utilized to establish a baseline and chart a direction for growth and change.

These are some questions to consider prior to our first meeting.
Think about the following questions and make some notes to bring to the first session 1.

**What is your desired outcome from the coaching sessions?**

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**What is the vision for your self, life, relationship, organization, company or project that you would like to work on?**

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**What are your goals? Please describe both personal and professional.**

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_____ _____ _____

**Client Name Printed** **Date** **Client Signature**

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