

Assignment Review - Outline Agenda

Item

1 The coordination and effectiveness of the meetings

- What works well about the way we're working together? e.g. frequency of sessions, duration and location of meetings, etc.
- What works less well?
- What would work better?

2 Approach to individual sessions

- How appropriate is the level of structure we're using? e.g. identification of themes and objectives, agreements, expectations, etc.
- What might we do less of? e.g. reviewing previous sessions and actions
- What could we add that would help? e.g. e-mailing notes, phone calls, clearer action focus etc.

3 Progress, results and outcomes

- Considering what you hoped to get from our sessions, how successful / effective are you finding them?
 - What have been the main results of coaching support for you so far? e.g.
 - What has happened that has arisen from, or influenced by the coaching?
 - What has happened that wouldn't have happened without the coaching?
 - What else seems relevant?
 - What has the coaching not addressed, that you feel is still important or a block to your progress?
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Complete the session by agreeing actions, the way forward etc.

