# **BASELINE COACHING INFORMATION FORM EXAMPLE 3**

Name: Date:

I. DISCOVERY-COACHING

1. Have you worked with a coach before? If so what was the focus?
2. What did you like about the coaching or coach and what did you not like about the coaching or coach?
3. What expectations do you have for this coaching engagement?
4. Suppose you just had the best coaching session you could have ever imagined. What happened? What would this look/feel like?
5. What three things should I know about you that might impact our coaching?
6. What tips would you give me to work with you most effectively?
7. How do you learn best?

If you draw a blank think about the last time you had to learn something new; how did you go about doing it? Would this be your typical style?

1. How can we best structure our coaching to help you reach your goals (e.g. frequency, length of session, time of day)?

II. DISCOVERY-WORK

1. What are your most significant challenges and opportunities at work?
2. Do you have goals for work? If you achieved these goals this coming year, what *exactly* will be different? How will you measure your success?
3. What are the two or three most potent changes in yourself that would enable you to get the results you want at work?

III. DISCOVERY – LIFE CIRCUMSTANCES

1. Do you have some life goals? If you achieved these goals this coming year, what *exactly* will be different? How will you measure your success?
2. What is going well in your life?
3. Are you experiencing any life difficulties that are impacting the quality of your life? Your work life?
4. Is there anything else about your personal life that would be useful for me to know?
5. What activities do you enjoy outside of work?

IV. INTENTIONS OR GOALS

1. If you already have a direction or goal/s that you want to focus on during this coaching engagement, list the top 2. Describe what success would look like for each statement.

|  |  |
| --- | --- |
| Intention/Goal | What Success Looks Like |
| ExampleKeep on top of my internal correspondence | I would be more knowledgeable and prepared when my boss asks for my opinion on a topic.orI would feel more self confident in meetings. |
| 1. |  |
| 2. |  |

### Adapted from NTL/BLD forms by Juliann Spoth Ph.D., 2011. Used with Permission.