

One-on-One Coaching Meeting

Name: _____ Date: _____

AGENDA ITEMS:

- 1.
- 2.
- 3.
- 4.
- 5.

1. What did you do that you are PROUD of? (successes and progress in any area)

2. What do you plan to focus on or learn?

3. Where would you like assistance?

4. How can I better support you?

Notes / Next Steps:

Next Meeting Date: