## Pre-Coaching Handout

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| --- | --- |
| Employee’s Name |  |
| Today’s Date | DATE | TIME |
|  |  |
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| What goals are you working on right now? |  |
| Where are you in relation to your goals? |  |
| What do you think is keeping you from reaching this goal? |  |
| How will you know you reached that goal? |  |
| Next Meeting Date and Time | DATE | TIME |
|  |  |
| Notes |
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