# Coaching Intake

## Important Information

Name:

Mailing Address:

Email Address:

Work Phone:

Cell Phone:

Home Phone:

Time Zone:

Job Title:

Time in Position:

Birthday:

Are you currently in therapy? (Y/N)

**All personal information is confidential and is treated accordingly**.

## Key Focus Topics

**(If you are using a Faculty and Emerging Leader Workbook, please copy these into your Key Focus Topic sheet)**

What do you want to accomplish in your coaching engagement? Please identify four-five areas that you want to focus on during this coaching relationship. For each focus area please provide a description of what success will look like for you.

**EXAMPLE:** Greater Productivity. I am using a system to plan my schedule and my larger and smaller goals, and I am setting aside time every day to work on my scholarly research and writing and have a realistic goal for what I can accomplish in a small block of time.

1.

2.

3.

4.

5.

## Questionnaire

The first few coaching session often are a time to discover, design and refine the coaching relationship, the client goals and agenda, and the coaching structure. Below are a series of reflective questions to begin the process. You may choose to write out your answers - or not. You may choose to respond to some or all of the questions, or perhaps come up with questions of your own. If you are stuck on any of the questions, or don’t find them helpful, just leave them blank. You may want to take a few days to ponder them before composing your answers. You have full permission to be in charge and to alter them to suit your needs.

1. If you had all the time and resources you needed, what would you most wish to do?
2. What is missing in your life, what would make your life more fulfilling? What accomplishments must happen in your lifetime in order to feel that you have reached your fullest potential?
3. Think about one or two people you know who really inspire you. What about them is inspiring? Whom do you most admire? Look up to? Hold in high regard?
4. What has been your biggest disappointment?
5. What words describe you at less than your best?
6. What two steps could you take immediately that would make the biggest different in your current situation?

## The Coaching Relationship:

1. What do you most want from our relationship?
2. How will you know that you are receiving value form this coaching relationship?
3. What tips would you give me about managing you most effectively?
4. What can I say to you when you are “stuck” that will return you to action?
5. What pushes your buttons? How will I know? How hard can I push?
6. What will a coaching relationship give you?