

MEETING REPORT FORM
(To be completed by Coach/Mentor)

Name of Coach:

Name of Coachee:

Date:

Topics Discussed:

Key Points:

Next Actions:

The purpose of the Meeting Report is to serve as a record of the coaching/mentoring conversations you will be having with your coachees, away from the workshops. This helps maintain a professional approach to coaching and mentoring by recording the topics discussed, any key points raised and the next specific actions to be taken.

It also provides a bridge to the gap between one session and the next with a coachee by staying focused and following up on previous conversations and commitments. This makes for a tight and focused set of coaching and mentoring sessions. **You should provide copies of these forms for your coachees.**