

CONFIDENTIAL PREPARATION SHEET

Your Name:

Today's Date:

Preparation for the development session will help us to get more out of our time together, so before we talk please have a go at answering the following questions. The contents of this document will remain strictly confidential between us. Add as much or as little detail as you feel comfortable with and email the sheet to your preferred coach from the Coaching Community.

1. **Feelings.** How am I feeling today, at this moment? How has my week been?
2. **Achievements.** What have I achieved since we last met? What new learning have I tried?
3. **Situation.** How would I summarise my current situation? What issues are facing me?
4. **Obstacles.** What is causing me anxiety? What risks am I facing?
5. **Coaching.** What support do I need? What would I like to get out of our session?
6. **Development Option (specify).** What skills do I wish to develop? So that I may (do what)?

Primary People Ltd also offers a range of development workshops. See our website for more details. Current workshops include:

Conflict Handling

Coaching Skills

Communication Skills

Time Management
With a Twist

Business Improvement

Get Ready For Change!