FREE PACK · INSIGHTS

Coaching agreement and review forms

A one-page agreement built on the seven questions, a short form for after each session, and an end-of-programme review.

Coaching agreement

Person being coached

Coach

Sponsor

1. What should be different by the end, and who would notice?
(two or three outcomes others could see)

2. Why coaching, rather than training, mentoring or a change to the role?

3. In the person's own words: what do I want from this?

4. What the sponsor will hear, and what stays in the sessions

5. Why this coach
(experience, professional body, supervision)

6. Shape
(sessions, length, where, how to rearrange)

Review dates
(midpoint, end, follow-up)

7. Baseline: how things stand now against each outcome

After each session

For the person being coached. Two minutes, straight after the session. Share it with your coach if you find it useful; it is yours.

Session number	Date

	Not yet	Somewhat	Clearly
We worked on what mattered most to me right now			
I was challenged as well as supported			
I left with something specific to try			
I can see movement towards my outcomes			
Since the last session, I did what I said I would			

The most useful moment in this session

What I will try before the next one

What I would like more of, or less of, next time

Anything to raise at the midpoint check

End-of-programme review

Complete together in the closing three-way meeting, then look at it again at the follow-up.

Outcome (from the agreement)	No movement	Some	Clear progress	Achieved

What the people who would notice have noticed

What will keep the change going, and who will help

Was it worth the investment? ☐ Yes ☐ Partly ☐ No

Why

If we commissioned coaching again, we would change…

Follow-up date and what we will look at

Does any of this sound familiar?

The organisations we work with rarely come to us asking for a survey. They come with something that is costing them money, time or people. These are the ones we hear most often.

MAKING MONEY

"We hire well on paper and still get it wrong in the role."
Personality, leadership and competency assessment matched to the job, so interviews test what matters and offers go to people who will perform. (FindingPotential)

"Our best people leave and we only find out why afterwards."
Exit intelligence in the leaver's final weeks: what was avoidable, who would come back, and what to change first. (LastOpinion)

"Leaders get feedback once a year and nothing changes."
Forward-looking 360 feedback that lands as development rather than judgement, with the actions built in. (FeedForward)

SAVING MONEY

"Too many new starters are gone inside a year."
New-starter surveys at the points the first-year leak opens, so you act at three months instead of reading about it at exit. (OnBoarder)

"References take weeks and tell us nothing."
Automated referencing with questions that predict, most returned within 48 hours. (ReferenceExpert)

"We run an engagement survey and the results sit in a drawer."
Engagement reporting down to team level in plain English, with the three moves each team's own people chose. (WinningFormula)

SOLVING PROBLEMS

"The board wants evidence on culture, conduct and speaking up."
A confidential always-on channel and a harassment-prevention audit that give you the evidence before a regulator asks for it. (SafeSpace)

"We publish an inclusion statement and cannot show whether it is true."
Inclusion measured at every stage from hire to exit, so you can see where the experience differs and act on it. (ED&I)

"We have the data and cannot turn it into a decision."
Twenty years of UK benchmark data and analysts who turn results into a board paper, not a dashboard. (Workforce intelligence)

Who we are

great{with}talent is a UK workforce-intelligence consultancy, founded in 2003. We help organisations hire better, keep people longer, improve leadership, strengthen inclusion and reduce workplace risk, with a connected set of tools that turn employee data into clear, fast action across the whole employee lifecycle. Independent, GDPR-compliant and Cyber Essentials certified, hosted on Microsoft Azure.

Not on the list? It will not always be. If you are working on something you think we might be able to help with, drop us a note describing what you are trying to do and we will come back to you.

On the list or not, let's talk.

greatwithtalent.com/book-demo · +44 (0) 333 012 4649 · greatwithtalent.com/contact