

**Coach Name**

**Month/Year**

Date of the coaching session	The duration of the session*	Name of coachee/ ref number	What did you coach them on? What was the coaching topic/scenario?	What were the outcomes of the session for the coachee?	Further actions and/or coaching sessions



\*When entering time it is measured as follows:

15 minutes = 0.25

30 minutes = 0.5

45 minutes = 0.75

1 hour = 1.0

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**Total duration of sessions**



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