

# Phoenix Leadership Experience

## PARTICIPATE INTAKE FORM



Name: \_\_\_\_\_ Date: \_\_\_\_\_ Manager's Name: \_\_\_\_\_

*Take some time to reflect on what you would like to gain from participating in this program. This will help you receive specific support during the program as well as during our 1:1 coaching sessions*

**What five changes do you most want to make through this program and 1:1 coaching sessions?**

**What challenges or pain points would you like to overcome?**

**What are three things you could stop or start doing to be most effective?**

**What is success to you in your role? How do you measure it? How do you know when it's been achieved?**

**What other points would you like to share, questions you have, or skills you want to learn and practice in the program?**

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## 1:1 COACHING SUMMARY



Name: \_\_\_\_\_

Date: \_\_\_\_\_

Coach's Name: \_\_\_\_\_

### Feedback

The feedback highlights I got from my manager were:

My thoughts/notes on this feedback:

### My Objectives For Coaching (My goals to take on during the coaching engagement)

### Action Plan and Measures (The approach I took to achieve these results)

### Results

Wins I experienced, results I produced:

Sticking points/places to continue working:

## Next Steps

My next goals/areas for development:

Actions I see to take to get there:

Support I will enlist/request:

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COACHING DEVELOPMENT PLAN



GOAL	VALUE	ACTION STEPS	MEASUREMENTS	OUTCOME	TARGET DATES	POTENTIAL OBSTACLES
WHAT	WHY	HOW	HOW QUANTIFIED	RESULT	WHEN	WHY NOT
What I'm trying to achieve	The benefit of achieving the goal	The specific actions I must take/tasks to complete	How I'll measure progress (qualitative, quantitative, observable behavior, etc.)	What will change/be different, what new behaviors will be observed/old behaviors stopped	Start/end dates	The barriers that may interfere and what to do about them