Coaching Session Intake Form

Having and chatting with a professional coach on a regular basis can be of great value to you. The concerted effort of working together between coach and client is the difference to any high-motivated client. Preparing for the coaching session will allow you to optimize your results and our time together.

**What is professional coaching?** The International Coach Federation defines coaching as *“partnering with clients in a thought-provoking and creative process that inspires them to maximize their personal and professional potential”*, which is particularly important in today’s uncertain and complex environment.

**How is coaching and mentoring different?** Professional coaching focuses on setting goals, creating outcomes, and managing personal change. Sometimes it’s helpful to understand coaching by distinguishing it from other personal or organizational support options. While positive feelings/emotions may be a natural outcome of coaching, the primary focus is on creating actionable strategies for achieving specific goals in one's work or personal life. The emphases in a coaching relationship are on action, accountability, and follow through. The relationship generally has a set duration rather than an ongoing relationship that can last for a long period of time. Coaching sessions are scheduled on a regular basis and are more structured in nature, whereas mentoring meetings can be informal and take place when the mentee needs some advice, guidance, or support.

For additional information or if you have questions send an email to: [coxpsllc information](mailto:info@coxpsllc.com)

**Prior to session, clients must submit completed form to:** [**davidjr28@coxpsllc.com**](mailto:)

**To Be Completed by the Client:**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Name |  | | | | | | |
| Company |  | | | | | | |
| Job Title |  | | | | | | |
| Senior Executive (Yes/No) |  | | | Phone Number | | | |
| E-mail Address |  | | | | | | |
| Preferred Time of Day (mark X all that apply) |  | Morning |  | | Midday |  | Afternoon |
| Time Zone | | Other (Describe): | | | | |
| Paragraph Bio |  | | | | | | |
| Description of two goals or outcomes you would like to achieve through the Coaching process. | (Before answering this question, please review the difference between coaching and mentoring). | | | | | | |
| Additional information that might be helpful in your coaching session. |  | | | | | | |