

## Peer Coaching Group Session Management Form

Name: \_\_\_\_\_ Date/Time of Session: \_\_\_\_\_

In preparation for the upcoming peer coaching group meeting, please answer the questions on this side of the Form.

 What actions did I take from my last group meeting and which of those did I do? What new learning (new knowledge, insights, perceptions, abilities, etc.) did I gain from the actions that I did?

2. What is my coaching goal, or priority, that I want to be coached on, in this upcoming meeting? Consider any current challenges in life or work, any exciting career or work goals, any new information that I want to apply, any competencies or behaviors that my organization wants for me, etc.

- 3. Do I want to be coached in any certain way in this upcoming meeting, for example, to get primarily thoughtful questions, to do brainstorming, to get focused advice, etc.?
- 4. Are there any materials that I want to share with my group members, for example, to help one or more members with a priority that they had worked on, in previous meetings?

After the meeting, please answer the following questions.

- 5. What worked for me in this meeting?
- 6. What did not work for me?
- 7. What could I have done <u>during this meeting</u> to have made the meeting even better for me?
- 8. What did I learn in this meeting? Think about new knowledge, insights, perceptions, abilities, etc. How can I use that new learning in my life and work?

9. What action(s) will I do to address my coaching goal, or priority., from that previous meeting, and when will I do those action(s)? Should I call any other group members before the next group meeting, for example, members who may need support with their coaching goal?

10. Are there any specific materials that I would like the group to provide to me, or that I would like to provide to certain other group members? Which member(s)? By when?