

HELIX ARTS.

Coaching Plan with example

Name:

Mentor:

Goals and Aspirations	How will it be achieved	Evidence it has been achieved	By when?
<p>EXAMPLE</p> <p>1. To articulate a clear and viable plan based on my project vision of an...SMART description.</p>	<p>Helix Arts to provide mentee with selection of documentation to support the process.</p> <p>Set aside time to reflect upon and address scoping questions related to the project.</p> <p>Formalise project plan as working written document (subject to change).</p> <p>Fix, in consultation with mentor, timeline for the project. Meet deadlines associated with key points in project and feed progress back to mentor.</p>	<p>Scoping document and coaching plan received by mentee.</p>	<p>DATE / HOW LONG</p>

Session Records

Name:	
Date:	
Completed By:	

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Summary of discussion

We can add top levels goals above and complete below boxes if you want to track progress

Observations of mentee progress with objectives

2.1 Objective 1

Description	
Progress	
Skills/learning	

2.2 Objective 2

Description	
Progress	

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Skills/Learning	
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2.3 Objective 3

Description	
Progress	
Skills/Learning	

2.4 Objective 4

Description	
Progress	

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Skills/Learning	
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3. Summary of actions/next steps