Level 5 Unit

Reviewing own ability as a management coach or mentor

This reflective log will help you to plan your coaching/mentoring sessions and reflect on your performance as a coach or mentor in the sessions. It will support the achievement of this unit by recording your reflections and progress, which you can use later as evidence when writing up your reflective review. This log is for your own use and for your supervisor/tutor to read and discuss with you.

Use this reflective log alongside the Record/Diary of Coaching/Mentoring sessions, so you have the evidence of your coaching activity and your on-going reflection on your performance as a coach or mentor.

Once you complete your sessions, ask your coachee or mentee to give you feedback: you can use the feedback sheet we have provided.

These three documents will be of great benefit to you when you come to prepare your reflective review and will provide the evidence to support the review. It is essential that you also refer to the unit assessment criteria to ensure that every one is addressed.

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| Client Reference: |
| Name of Coach/Mentor: |
| Signature: |
| Name of Supervisor/tutor: |
| Signature: |

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| **Guidance notes** | **Plan for first session with client** |
| Build rapport  Explain what coaching or mentoring is  Agree rationale  Establish contract  Diagnostics to be used and why  Establish overall goals | How will I go about this session, what do I want to achieve? |

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| **Guidance notes** | **Reflection on first session:**  Reflect below on how well you managed this session, including your skills, knowledge and behaviour; what went well and why, and how you could improve. |
| Explanation of what coaching or  mentoring is  Agreeing rationale  Establishing the contract  Using the diagnostics  Establishing overall goals  How can I improve? | Reflection: |
| **Guidance notes**  Check your previous session notes. | **Preparation for the session:**  From your notes and records, what models, skills and behaviours will you use in this session and why? | |
| What went well & what didn’t?  How was my questioning technique?  Did I follow the  model and how well did that go?  How well did I listen?  How was I ethical, non-judgmental?  Did I give appropriate feedback?  How can I improve? | Reflection on Session: | |
| **Guidance notes**  Check your previous session notes. | **Preparation for the session:**  From your notes and records, what models, skills and behaviours will you use in this session and why? | |
| What went well & what didn’t?  How was my questioning technique?  Did I follow the  model and how well did that go?  How well did I listen?  How was I ethical, non-judgmental?  Did I give appropriate feedback?  How can I improve? | Reflection on Session: | |
| **Guidance notes**  Check your previous session notes. | **Preparation for the session:**  From your notes and records, what models, skills and behaviours will you use in this session and why? | |
| What went well & what didn’t?  How was my questioning technique?  Did I follow the model and how well did that go?  How well did I listen?  How was I ethical, non-judgmental?  Did I give appropriate feedback?  How can I improve? | Reflection on Session: | |

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| **Guidance notes**  Check your previous session notes. | **Preparation for the session:**  From your notes and records, what models, skills and behaviours will you use in this session and why? |
| What went well & what didn’t?  How was my questioning technique?  Did I follow the model and how well did that go?  How well did I listen?  How was I ethical, non-judgmental?  Did I give appropriate feedback?  How can I improve? | Reflection on Session: |
| **Guidance notes**  Check your previous session notes. | **Preparation for the session:**  From your notes and records, what models, skills and behaviours will you use in this session and why? |
| What went well & what didn’t?  How was my questioning technique?  Did I follow the model and how well did that go?  How well did I listen?  How was I ethical, non-judgmental?  Did I give appropriate feedback?  How can I improve? | Reflection on Session: |
| **Guidance notes**  Check your previous session notes  How will you ask for feedback & give feedback?  How will you measure success? | **Preparation for the review of coaching (final session):** |
| Did client achieve their goals?  Feedback from client on my performance  Feedback from tutor/supervisor on my performance  Patterns in my coaching I have noticed myself  How can I improve? | Reflection on overall coaching/mentoring activity: |