

How to use a coaching/mentoring diary to record activities

Keeping a coaching/mentoring diary is very useful for a coach's self-development because it allows you to record your coaching/mentoring activity and to reflect on measure and assess your own development in the coaching/mentoring role.

What should be in your diary?

- Information about yourself
- Information about those you will be coaching/mentoring
- Coaching/mentoring plans
- Coaching/mentoring records for each coaching session
- Review of own coaching/mentoring performance

1. Information about yourself

Brief introduction covering your role in the organisation and your role in coaching/mentoring.

2 Information about those you will be coaching

Learning needs - insert learner PDP or other training needs analysis which identifies coaching/mentoring needs and opportunities

Learning styles - insert evidence of assessment

Other relevant diagnostics eg SWOT Analysis

Goals (learning, development and performance) – completed form

(If you are coaching/mentoring more than one learner you will need a set of notes for each one)

3. Coaching/mentoring plans

A plan for coaching/mentoring term or separate coaching/mentoring session plans

4. Coaching/mentoring records for each session.

These should include review of progress and details of formative and/or summative assessment

5. Review of own coaching/mentoring performance

Review of each session either using pro-forma, brief notes, reflective reviews or other suitable methods/records.