Application for Coaching

|  |  |
| --- | --- |
| Name |  |
| Telephone |  |
| Email |  |
| Role |  |

I would like to receive coaching in the following area/s;

|  |  |  |  |
| --- | --- | --- | --- |
|  | Tick |  | Tick |
| Skills Development |  | Performance |  |
| Career Development |  | Wellbeing |  |
| Self-Development |  | Maternity / Paternity / Adoption Leave |  |

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| --- |
| Q1) What do you want to be different through coaching? What would success look like for you? |
| A1) |
| Q2) Have you discussed your coaching request with you manager? (Though recommended this is not essential) |
| A2) |
| Q3) Do you have any specific requirements that need to be taken into consideration or any questions that you would like answering regarding coaching? |
| A3) |

*The University will use the information which you supply on this coaching application form in order to match you with a coach. We consider the processing of your personal information necessary for the pursuit of the legitimate interests of the University in providing this service. The University will keep your information confidential and it will only be shared with the coaching lead in Staff Learning and Development and your potential coach.*

*Your coach may also ask your permission to take notes during coaching and contracting in order to maintain a record of the discussion, to ensure continuity at the next coaching session and to assist in evaluating the impact of coaching. The notes will also aid the coach when reflecting on their own performance and during professional supervision. They will not be shared.*

*The coaching application and any associated notes will be kept for a period of six months following the end of the coaching relationship.*

*Further information on the University’s data collection procedures can be found here: http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=14914*