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Appendix 1: Coachee Feedback Form – two pages

Coachee/Mentee Feedback Form

Name of Coachee/Mentee:	Date:
How have the sessions moved you forward (please specify any actual outcomes achieved)? * The sessions helped me in focusing on my work and how to delegate work to my employees.	
What have been your key insights as a result of the sessions? * a better mechanism in time management * good delegation ways and how to delegate.	
As feedback to your coach/mentor – What have been the most useful aspects of the sessions? * The coach helped me on how to prioritize my responsibilities and the work assigned to me.	
As feedback to your coach/mentor - How could these sessions be improved? * We should try to meet more and discuss my strengths and weaknesses.	

Thank you for your feedback

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Please comment on the following as part of your observations from your coaching sessions, using the scale as follows:

- 1 - Strongly disagree
- 2 - Disagree
- 3 - Neither disagree nor agree
- 4 - Agree
- 5 - Strongly agree

My Coach...	1	2	3	4	5
Was able to quickly build rapport in the initial sessions					✓
Supported and challenged me in an encouraging manner				✓	
Enabled me to define clear goals and focus on what I really wanted to achieve					✓
Created an environment for inclusiveness, trust, integrity and honesty					✓
Asked relevant questions which raised my awareness of the situation					✓
Listened to me to seek a better understanding of my situation					✓
Shared experiences and knowledge which helped my thinking				✓	
Motivated and empowered me to achieve my goals				✓	
Provided me with regular constructive feedback				✓	
Increased my self-awareness					✓

Thank you for your feedback