

One-to-One Coaching Record (Jeddah?)

Structured record for individual coaching, evidence review, targeted feedback, scoring discipline, and agreed next-step actions.

Purpose of this form

- Capture the focus and evidence base for each one-to-one coaching session.
- Record strengths, issues, calibration points, and immediate development priorities.
- Create a short, practical action trail across repeated coaching sessions.

Recommended use: one form per participant per coaching session.

1. Session Details

| | | | |
|---------------------------------|-----------------------|----------------------------|---------------------|
| Participant name | | Coach / Facilitator | |
| Department / Function | | Date | |
| Session number | 1 / 2 / 3 / Follow-up | Mode | In-person / Virtual |
| Role / interview context | | Session duration | |

1. Coaching Focus

| | |
|---|--|
| Reason for this coaching session | |
| Specific capability / competency focus | |
| Source of evidence reviewed | |
| Intended coaching outcome | |

2. Evidence and Observation Notes

Record what was observed or reviewed, not impression alone.

| Observation Area | Evidence / Notes | Confidence |
|--------------------------------|-------------------------|-------------------|
| Question design | | H / M / L |
| Use of probes | | H / M / L |
| Listening and evidence capture | | H / M / L |
| Scoring logic / consistency | | H / M / L |
| Bias control / neutrality | | H / M / L |

3. Coaching Feedback

| | |
|--|--|
| Strengths demonstrated | |
| Main gaps / risks identified | |
| Key coaching messages given | |
| Examples or corrections discussed | |

4. Targeted Ratings

| Capability Area | Score | Priority | Comment |
|--|-------|-----------|---------|
| Question framing | 1-5 | H / M / L | |
| Probe quality | 1-5 | H / M / L | |
| Evidence interpretation | 1-5 | H / M / L | |
| Scoring consistency | 1-5 | H / M / L | |
| Interview discipline / professionalism | 1-5 | H / M / L | |

5. Agreed Actions Before Next Session

| Action | By when | Owner | Success indicator |
|--------|---------|---------------------|-------------------|
| | | Participant / Coach | |
| | | Participant / Coach | |
| | | Participant / Coach | |

6. Session Closure

| | |
|--|--|
| Overall progress since last session (if app.) | |
| Readiness for live interviewing / next practice | |
| Next coaching date / follow-up needed | |