

## Learning Brief Template

Coachee: \_\_\_\_\_ Coach: \_\_\_\_\_ Date: \_\_\_\_\_

**Presenting Situation** (What are the contexts and considerations for our work together? What does the coachee want to focus on?):

**Underlying Needs & Values** (What is really important to pay attention to, respect, and honor? What does the coachee value most?):

**Desired Outcomes** (What would improve or even transform this situation for the coachee? What does the coachee want to learn?):

**Work Plan** (What and how will we work together? Be specific as to the parameters of the coaching relationship.):