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UNIVERSITÄT DES SAARLANDES



GCU



TRANSFORMING ACADEMIC KNOWLEDGE TO DEVELOP ENTREPRENEURIAL UNIVERSITIES IN PAKISTAN (TAKE UP)

ENTREPRENEURIAL COACHING – MEETING LOG SHEET

Name(s) of coachee(s) _____

Other participants _____

Date _____

<p>Purpose</p>	<p>What's the general purpose of meeting? Why did the coachee(s) originally ask for a coaching session?</p>
<p>GOAL What do you want?</p>	<p>What's the actual problem the coachee(s) is/are are struggling with? (specific problem that was figured out during the coaching session)</p>



<p>REALITY Where are you now?</p>	<p>What are specific challenging tasks, circumstances, situations, questions that the coachee(s) is/are struggling with?</p> <p>People included – Who is involved or relevant to accomplish certain goals/tasks and why? (Partnerships, team members, experts, financiers, stakeholder, family, etc.)</p>
<p>OPTIONS What could you do?</p>	<p>What are concrete indicators for change? How would you recognize the problem was solved? Has there already been a situation when something similar has worked out? Which resources would be helpful?</p>



<p>WAY FORWARD What will you do?</p>	<p>What are concrete/specified goals to achieve? What can you do next/now? Try to set SMART goals (specific, measurable, attainable, reasonable, time-bound).</p>
<p>Next steps</p>	<p>What are the agreed tasks and concrete next steps to start with/to complete until next the coaching session? (specific "homework" with concrete time limit)</p>

Signature of coach

Signature of coachee(s)