Dear

NEW COACHING PROGRAMME

I wanted to let you know that I am embarking on the introduction of work place coaching in to our business. Part of this process is to formally train a few key Managers, including myself, and for those undertaking the training - to offer their coaching services to employees in the business.

What does this mean for you?

In receiving this letter, it means that I have identified you as an employee that may wish to benefit from some personal coaching. Coaching as a definition is the art of facilitating the development, learning and enhanced performance of the participant and if you are new to a role, embarking on a big project, juggling a number of work priorities or learning and developing in your current role you will benefit from a coaching programme.

If you are interested in this and would like to embark on a coaching programme with me for a period of 3 – 6 months depending on your objectives, please let me know by {date} in order for me to make the necessary arrangements for us to commence.

To help your decision process, I would ask you to please complete the attached coaching questionnaire and return to me at email@a.com - Address, even if you strike through to decline on this occasion. I hope though that in completing the information you will get some understanding of the potential for coaching to support you in the delivery of your work challenges.

NB – All information shared in the coaching meetings will be confidential and over the 3 to 6 months the commitment will be to have a number of half hour to an hour coaching meetings at a convenient, mutually agreed location.

STRICTLY CONFIDENTIAL

NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pre-Questionnaire

You can benefit from Coaching if you answer YES to any of the following questions:

1. Would you like to be happier at work? YES/NO
2. Is there a situation or issue that you would like to resolve but you are not sure how? YES/NO
3. Are you unsure of your direction in work or what your purpose is? YES/NO
4. Do you know where you want to be in your work but unsure how to get there? YES/NO
5. Do you feel disorganised? YES/NO
6. Do you feel pressurised by conflicting priorities on your time? YES/NO
7. Would you like to improve your personal work productivity or that of others? YES/NO
8. Is there a particular business relationship that you would like to enhance? YES/NO
9. Are you in need of motivation and support to enable you to make changes? YES/NO
10. Do you have a project to manage and don’t know where to start? YES/NO

Areas that I would benefit from coaching;

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_