# **Coaching Request form**

## Details of application

|  |  |
| --- | --- |
| Name of recipient of coaching | Click here to enter name of coachee |
| Reason coaching is being requested | Click here to enter reason(s) |
| Intended outcomes of coaching | Click here to enter intended outcomes |
| Proposed start date | Proposed start date |
| Approximate budget | Click here to enter the amount |
| Cost code | Click here to enter code |
| The majority of our coaches are either self-employed or employed through small business and as such we need to follow the finance process for [engaging self-employed people](https://www.exeter.ac.uk/staff/employment/tempworkers/selfemployed/). **Director-level approval will be required for all new temporary engagements. Please ensure you forward an email from your Director/Pro-Vice Chancellor approving this expenditure.** | |

## Approval

|  |  |
| --- | --- |
| HRBP checked | Name of HRBP |
| Authorised by | Please enter your name |
| Signature  Date |  |

## Administration only

|  |  |
| --- | --- |
| PD date received | PD Rec’d date |
| Coach/proposer contacted | Coach contact date |
| Coach matched | Matched date |
| Name of coach | Coach name |
| Date of chemistry session | Chemistry session date |
| Number of hours one to one coaching | Enter number of hours coaching |
| Number of sessions of coaching | Enter the number of sessions |
| Total cost | Enter total coaching support fee |
| Expenses (est) | Estimate of expenses costs |
| Schedule dates (if possible)/period of coaching | Coaching schedule – dates if possible, or length of the coaching period (eg 3 months) |
| Contract issue date | Select date |