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| **Application: Queen’s Staff Coaching Service** |

Coaching is a “supporting” form of development which encourages people to take responsibility and accountability for their own development, by reflecting on work based issues and challenges and working through options in order to find outcomes to those challenges.

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| **Section 1: Applicant Details**  |

Surname:    First Name:

Title:    Staff No:

School/Directorate:

Email :          Tel Extension:

Job Title:          Grade:

Appointment: Full-time [ ]  **OR** Part-time [ ]

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| **Section 2: Supporting Information**  |

# Please indicate the kind of topics/areas you might want to explore with a Coach:

[ ]  Role Transition (e.g. moving into a new role)

[ ]  Career Development (e.g. developing skills for career progression, returning after career break/maternity leave etc.)

[ ]  Dealing with Change (e.g. managing with less resource, change in workplace practices etc.)

[ ]  Personal Effectiveness (e.g. Confidence, Time management, Delegation etc.)

[ ]  Managing Personal/Interpersonal Interactions (e.g. Communication, Having Difficult Conversations etc.)

[ ]  Any other area (if so, please indicate) Click or tap here to enter text.

# We appreciate that the above topic list is not exhaustive and that coaching conversations may evolve to address other work areas not mentioned above.

Please **clearly detail the specific reasons** why you would like to explore your chosen topic/s:

 Click or tap here to enter text.

**Applicant:** I confirm that I am committed to attending all coaching sessions, taking responsibility for my own development and providing feedback on the benefits/usefulness of the service to my Line Manager/Coach/Organisational Development.

**Signature:**

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| **Section 3: Line Manager Support** |

As access to this development initiative is during the working day (4 to 6 x 1 hour sessions over a 3 to 6 month period), Line Manager support is required.

Please note the following points:

* Although the Line Manager may have knowledge of the general area/topic that a person may want support with, the content of any coaching conversations is completely confidential between the person being coached and the Coach.
* On completion of the coaching sessions, it is expected that the applicant will discuss with their Line Manager, in general terms, the benefits/usefulness gained from working with a Coach.

**Applicant:** I confirm that I have discussed this development opportunity with my Line Manager and that they agree to me participating in this round of coaching.

[ ] (Please tick the box to confirm agreement)