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## ACCOMPLISHMENTS

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In this section, discuss what has been achieved during the year with your coach, remembering to add plenty of notes and key remarks from your conversation.

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### WHAT HAS BEEN ACCOMPLISHED DURING THE PAST 12 MONTHS?

- What was planned at the start of the year?
- What was achieved at the end of it?

### NOTES AND REMARKS:

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### WHAT HAVE BEEN THE STRENGTHS OF THE PAST 12 MONTHS?

- What was done well this year?
- What should we do again?

### NOTES AND REMARKS:

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## OPPORTUNITIES

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This is where to discuss potential improvements. Again, add plenty of notes and key remarks, and include both overall comments and specific feedback from the coach.

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### WHAT ARE THE OPPORTUNITIES FOR IMPROVEMENT?

- What can be achieved in the coming year?
- What goals and targets should be established?

### NOTES AND REMARKS:

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### WHAT ARE THE OVERALL COMMENTS?

- Agree and make clear what can be done better

### NOTES AND REMARKS:

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### WHAT ARE THE COACH'S COMMENTS?

- Give the coach a chance to voice their thoughts

### NOTES AND REMARKS:

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## **SUMMARY & REFLECTION**

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Now you've looked back at the past year – and forward to the next 12 months – use this space to record any other comments or remarks the coach may have.

### **NOTES AND REMARKS:**

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## OPPORTUNITIES

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This is where to discuss potential improvements. Again, add plenty of notes and key remarks, and include both overall comments and specific feedback from the coach.

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OBJECTIVE No1:

STARTED:

COMPLETED:

OBJECTIVE No2:

STARTED:

COMPLETED:

OBJECTIVE No3:

STARTED:

COMPLETED:

OBJECTIVE No4:

STARTED:

COMPLETED:

OBJECTIVE No5:

STARTED:

COMPLETED:

OBJECTIVE No6:

STARTED:

COMPLETED:

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SIGNED BY COACH:

SIGNED BY APPRAISER:

DATE:

DATE:

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ADDITIONAL NOTES: