



Boldap Enterprise Solutions Executive & Management Coaching Intake Form

Executive...Management...Career...Professional Development...Project Delivery

Tel: (+44) 7973 749597, Email: info@boldap.co.uk Web: www.boldap.co.uk Skype/Teams ID: AJAYID

Executive & Management Coaching is a targeted, but flexible intervention. In a series of focused meetings, we provide opportunities to explore and resolve issues relating to development and effectiveness at work. These may include work crises, career blockages, specific challenges, or support in making progress towards an important objective. We help people refine their approach, clarify their thinking, build their confidence, and move to action. The whole process is completely confidential.

The questions in this form are designed for you to bring to the surface a description or picture of the current state of your professional life, your perspective, and your vision. This is an opportunity to begin framing your future and what you would like to have happened for yourself. This information is helpful for us to understand who you are, and how we can best support you, your goals and what you want to achieve in your working life.

NB: Executive Coaching is not Counselling or Therapy.

Please complete this form as much as is possible and email it to us before our first session.

1. General & Contact Data

Title

First Name

Last Name

Postal Address

Country

Phone

Mobile Phone

Your Email

Your Website

Business Name

Job Title/Role

Occupation

Business Phone

Business Email

In Case of Emergency Contact (ICE) Person

ICE Name

ICE Phone

ICE Email

2. Your Goals

What are the biggest changes you want to make in your work life in the next 3 months?

What are the biggest changes you want to make in your life over the next 3 years?

What do you most want to achieve for yourself in your life/career?

What if anything is missing to achieve this?

What would you say have been your 3 greatest accomplishments to date?

What does success mean to you?

3. Your Work:

Who are the key people in your work and what do they provide for you?

Looking at the past six months, do you like the direction your career is moving in? Explain.

Is your career one of your choosing? If not, which parts were being chosen for you?

What is a dream or goal you have given up on?

What do you think is NOT possible to achieve in your career that you wish you could?

On a scale of 1 to 10 (with 10 high), rate the quality of your working life today

4. Tolerances:

List five things that you are personally tolerating or putting up within in work at present. (Examples: information you cannot find, clutter, rude colleagues, WFH, technology, job dissatisfaction, workspace, broken equipment, cranky people at work etc.)

What are your primary stressors? (What stresses you out?)

On a scale of 1 to 10, 10 high, rate the amount of stress in your working life right now.

Comments

5. Other Background?

What prompted you to consider executive coaching?

How did you hear about Boldap Enterprise Solutions Executive Coaching?

Do you subscribe to any professional/psychology magazines or journals?

Do you keep a diary or journal?

Are you concerned about any of the following: Yes/No?

Achieving goals

Concentration

Confidence

Motivation

Procrastination

Unconscious bias

Public speaking

Workplace bullying

Any other concern?

Do you keep a diary or journal?

This form and the whole coaching process is completely confidential. If you have completed this form as much as is possible, kindly email it to us (**Email: info@boldap.co.uk**). Thank you.