



Welcome!

I look forward to working with you as your coach as we work on developing your leadership skills.

It will be helpful if you can take some quality time to complete the following information form, and return it to me with your bio and/or resume ahead of our first session. **Please complete your answers in the gray boxes and return it electronically**, so that I can have a record of your goals and our work together.

Getting our sessions as targeted for your benefit as quickly as possible is the goal, so feel free to use all or none of this, but **I do need your basic information**. Most of my clients find it helpful to take some time for reflection on how they can best benefit from my support and where they really are at this point in their coaching journey.

Please let me know how soon you would like to begin, so that I can offer you some possible times for our call.

All of my clients usually meet me in my office or we can set up a call if that is your preference. My office number is 214.758.8020 and my cell phone number is 404.661.8888.

Take as much time as you need to complete the form and **send it back to me at least by the day before** our first session in order for me to have sufficient time to prepare. **I do also ask that you fax me the last page.**

Let's get started!

Kenton Keller
Executive Coach

Coaching Client Questionnaire

Please take a reasonable amount of time to answer the following questions. There are no right or wrong answers. Some of the questions capture information about where you are today. Other questions will make you curious about what you want from coaching, from your career and from your life in general. Your answers will help us set a strong foundation for the coaching relationship.

In addition to completing and e-mailing this form back to me, please e-mail a current resume or bio if you have one.

Please fill out the form below by placing your responses in the gray boxes.

First Name:	Last Name:
Address:	City:
State/Province:	Postal Code:
Country:	Company:
Title:	Middle Name:
Work Phone:	Home Phone:
Mobile Phone:	Fax Phone:
Skype Phone:	Other Phone:
Email:	2nd Email:
Occupation:	Referred By:
Birthday:	Marital Status:
Religious affiliation:	Spouse Name:
Anniversary:	Children's Names and Birthdays:

Your Goals

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

- 1.
- 2.
- 3.

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

- 1.
- 2.
- 3.

Coaching

1. What do you want to be sure to get from the coaching relationship?
2. How do you want me to be as your coach?
3. What do you want to work on with coaching?
4. What two steps could you take immediately that would help you move forward?
5. What can I say to you when you are stuck that will help you move forward?
6. What changes might you need to make to help your coaching be successful?
7. Do you understand that if you miss a coaching session without proper notice, it will not be made up?

Yes

8. How ill you know when you are receiving value (i.e., your money's worth) from the coaching process?
9. What type of approaches discourage you or take away motivation?
10. Do you enjoy self-assessments and improvement programs?

Yes

11. Here are ways coaching clients have leveraged me. Which appeal to you?

<input type="checkbox"/> Brainstorming strategies together	<input type="checkbox"/> Exploring and removing blocks and obstacles to your success
<input type="checkbox"/> Support, encouragement and validation	<input type="checkbox"/> Accountability; checking up on goals
<input type="checkbox"/> Insight into who you are and your potential	<input type="checkbox"/> Working through self-improvement programs together
<input type="checkbox"/> Painting a vision of what you can become or accomplish	<input type="checkbox"/> Suggesting or designing action steps

Career

1. What do you want from your career?
2. What projects are you involved with?
3. What are your key career goals?
4. What skills or knowledge are you developing?
5. How do your career goals support your personal goals?
6. What do you want to do to support your career goals?
7. What do you need to change to help your career move forward?

Personal

1. What special interests do you have?
2. What special knowledge do you have?
3. What do you believe in strongly?
4. Tell me about a time when you were operating in a peak performance phase, when things were going really well or you were very pleased with what you were doing or accomplishing. Don't be humble, please. What was going on? Who was involved? What feelings did you have?
5. What do you do when things get stressful?
6. What activities have special meaning for you?
7. What vision do you have for your life?
8. Tell me about your family and personal life.
9. Tell me about significant events in your life.
10. What major transitions have you had in the past two years?

Yourself and Your Life

1. Looking at the past six months of your life, do you like the direction your life is moving in? Yes
2. On a scale of 1 to 10, 10 high, 1 being the lowest and 10 being the highest, rate the amount of stress in your life right now. 1
3. What are your primary stressors?
4. List five adjectives that describe you at your **best**.
 - a.
 - b.
 - c.
 - d.
 - 1.
5. List five adjectives that describe you at your **worst**.
 - a.
 - b.
 - c.
 - d.
 - e.
6. What are your 3 major concerns/fears about yourself?
 - a.
 - b.
 - c.
7. What are your 3 major concerns/fears about life?
 - 1.
 - 2.
 - 3.
8. What motivates you?

Potential and Possibility

1. Do you have a personal or professional vision? If so, what is it?
2. What would you like to contribute to the world?
3. What do you think is NOT possible to achieve in your lifetime that you wish you could?
4. What is a dream or goal you have given up on?
5. What part of yourself, if any, have you given up on?
6. On a scale of 1 to 10 with 10 high, 1 being the lowest and 10 being the highest, rate the quality of your life today.
7. If you reach the age of 95 and continue to live your life and order your time the way you are right now, what regrets do you think you will have? (tip: complete the statement "I wish I had...") Do not include things from the past—only things you will regret if you continue your exact present path.

Thank you for completing this information. It provides with me with an understanding of who you are and what you want to achieve.

The last step is to email this survey back to me. In addition, I ask that you print the following page, sign it, and email it back to me, too. My email address is kkeller@buckner.org.

I look forward to working with you as your Coach and Thought Partner.

Coaching Disclaimer

Please read this section. I ask that you print off this page of the form, sign and email it back to me at kkeller@buckner.org.

Coach Disclaimer of Liability: Client hereby engages the Coach for the purpose of advising the Client with respect to the development and implementation of strategies to reach Client's identified goals of enhanced performance and personal satisfaction. Your coach has experience in such matters and agrees to render such coaching services. Client understands and your coach agrees not to be an employment agent, financial analyst, psychotherapist or business manager. Your coach has not promised, shall not be obligated to, and will not 1) procure or attempt to procure employment, business or sales for the client 2) perform accounting services, tax advising or investment counseling or 3) act as a therapist, providing psychological counseling, psychoanalysis or behavioral therapy.

I have read and agreed to the Disclaimer of Liability.

(Client's Signature)

(Date)

(Coach's Signature)

(Date)