

Online Feedback Request Form

While it is possible to request feedback via email (to avoid being swallowed up in a busy inbox), why not use a form within a dedicated coaching software tool, such as **Quenza**?

Quenza also enables the client's name to be automatically pre-filled in the form or message.

Here is a template for the message, but it can be modified as required (modified from Hutchinson, 2021):

Dear _____ [name]

I am designing a brand new _____ [online/
blended/face-to-face] coaching program on the subject of _____
[area of focus] specifically for _____ [group of people].

I just need you to answer two quick questions please:

- What are the biggest challenges facing you in your _____
[life/job] at present?
- What skills do you believe you need to develop further to respond to these challenges?

Your answers are confidential and will be used to inspire the design of this or future coaching programs. If there is anything else you wish to share with me on the topic of _____
_____ [area of focus], please feel free to do so.

Thanks in advance.

_____ [Your name]

References

- Hutchinson, D. (2021). *How to Build an Online Coaching Program: Re-imagine instructional design to create impactful, engaging, and scalable learning experiences in a corporate setting* (Reimagined Learning Book 1). Kindle Edition.

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