SOAP Notes for Coaching Sessions
[Template]

Example

Session date: 20200306   Session time: 08:30   Client's name:

Session type: Group/Individual

Session location: Skype/Zoom/Phone/In person/email   Coach's name:

S: "I'm tired of being overlooked for promotions. I just don't know how to make them see what I can do."
O: Client positioned herself in a chair, slumped forward and buried her face in her hands.
A: Needs ideas for better communicating her ideas with her boss; Needs ideas for how to ask for more responsibility; Needs ideas for tracking her contributions.
P: Practice Asking for What You Want scenarios; Volunteer for roles within the company that are unrelated to my current job; Brainstorm solutions to problems my employer faces

---

Session date: Session time: Session type: Group/Individual

Session location: Skype/Zoom/Phone/In person/email

Subjective: What did the client say?
_____
_____
_____
_____

Objective: What did the client do? How did the client behave?
_____
_____
_____
_____

Assessment: What resources does the client need?
_____
_____
_____
_____

Plan: What action steps did the client identify?
_____
_____
_____
_____