

This a structured form for coaches to provide updates, progress reports, and insights to a board of directors. The goals is to provide a clear and concise overview of your progress and outcomes, enabling the board to stay informed and make informed decisions.

Coaches Name _____ Date _____

Progress Update

Summary of achievements and milestones since the last report

Challenges encountered and how they were resolved

Action Items

Outstanding action items from previous meeting

New action items identified since last meeting

Assessment and Insights

Assessment of individuals or team's progress towards established goals

Insights into areas of improvement you have observed

Goals and Objectives

List of coaching goals and objectives set for individuals or team

Future Plans

Plans for upcoming period of the season (including goals, strategies, and focus areas)

Recommendations

Recommendations for any changes or additional support needed.

Additional Comments and Questions
