

Client Intake Questionnaire

Personal Information:

Name:

Email:

Phone:

Preferred Method of Communication:

Time Zone:

Background and Experience:

Briefly describe your professional background and current occupation:

Have you received coaching or mentoring before? If yes, please provide details:

What motivated you to seek coaching at this time?

What specific goals or outcomes do you want to achieve through coaching?

How do you envision coaching benefiting you and your professional development?

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Challenges and Obstacles:

What are the main challenges or obstacles you are currently facing in your professional life?

How have these challenges impacted on your work and overall well-being?

What have you tried in the past to address these challenges, and what were the results?

What do you believe is holding you back from overcoming these challenges?

Expectations and Commitment:

What are your expectations from the coaching process?

Are there any specific areas or topics you would like to focus on during coaching?

How committed are you to investing time, effort, and resources into achieving your coaching goals?

Are you open to exploring new perspectives, challenging beliefs, and trying new approaches?

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Preferred Coaching Style:

Do you prefer a structured coaching approach or a more open-ended and exploratory style?

How do you prefer to receive feedback and support?

Is there anything specific you would like your coach to know about your communication style or preferences?

Confidentiality and Boundaries:

How important is confidentiality to you in the coaching relationship?

Are there any specific boundaries or sensitivities your coach should be aware of?

Logistics:

How frequently would you like to have coaching sessions?

What is your preferred duration for each coaching session?

Are there any specific scheduling considerations or limitations?

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Additional Information:

Is there any additional information you would like to share that you believe would be helpful for your coach to know?

How did you hear about our coaching services?

Thank you for taking the time to complete this questionnaire. Your responses will greatly assist in tailoring the coaching process to meet your specific needs and goals. All information provided will be kept confidential and used solely for the purpose of coaching.