# INSPIRE Youth - Coach Report Form

Please fill this report form following each coaching session, agree content with your student, both parties sign and the coach saves the final pdf version in the Personal folder of the student at INSPIRE web platform (www.inspire-smes.com).

**Participants**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the Student** |  | **Project** |  |
| **Name of coach** |  | **Session date** |  |
| **Meeting start time** |  | **End time** |  |

**Details of discussion**

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| **Note key points covered/discussed during session** |
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| **Note coach recommendations** |
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| **Note detailed agreed actions** | **Deadline dates** |
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| --- |
| **Insert agreed date and time for next coaching meeting here** |
| **Date: Time:** |

|  |  |
| --- | --- |
| **Signature of student** (electronic signature acceptable) | Date |
|  |  |
| **Signature of coach** (electronic signature acceptable) | Date |
|  |  |