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

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?
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________