



Leader Fellowship Pre-Meeting Check List

Purpose: This document can be used for coaches and candidates to help lead and facilitate coaching conversations between partners.

We have:

- Arranged a time and platform
- Decided how formal the relationship will be (completed the agreement contract or have a verbal agreement)
- Reflected and communicated carefully rules and responsibilities of the coaching relationship
- Discussed and clarified expectations we hope to achieve through the coaching relationship.

Meeting Schedule Agreement:

Goals for coaching relationship:

- 1.
- 2.
- 3.
- 4.
- 5.

Expectations of myself during the coaching relationship

- 1.
- 2.
- 3.

Expectations of my partner (coach or Fellowship candidate) during the coaching relationship

- 1.
- 2.
- 3.

Topics or questions to discuss to help develop relationship

- 1.
- 2.
- 3.
- 4.
- 5.

This form is used as a template for meeting facilitation for coaches and candidates.

Leader Fellowship Program

Date:	Meeting:
Coach:	Candidate:

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