

weekly check-in.

Make the weekly check-in a useful coaching conversation. This template covers the work completed, what got in the way and the one thing you and your client will focus on next.

Client

Trainer

Week ending

start with a win

What went well this week, in training or outside it?

What are you most pleased with?

the training

Sessions planned

Sessions completed

Which session or exercise would you like to review?

Routine coaching feedback. Agree on a private channel for sensitive details.

weekly check-in.

the training / continued

Anything in the plan that did not fit your week?

the context

How did your energy and readiness to train feel this week?

What helped you be consistent, or got in the way?

looking ahead

What does your schedule look like next week?

Any changes to your available time, equipment or training location?

What is one thing you want to focus on?

Routine coaching feedback. Agree on a private channel for sensitive details.

weekly check-in.

looking ahead / continued

What support would help most from me?

trainer response

Progress and follow-up

Agreed next step

What stays the same or changes in the plan

Next check-in date

Routine coaching feedback. Agree on a private channel for sensitive details.