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| **Task 3: Coaching Session Plan** | | | | |
| **Employee Name: Title:**  **Manager/Coach Name: Title:**  **Date of Coaching Session: Start Time: Finish Time:** | | | | |
| **Topic**  Short title of the topic to be covered | **Description of Coaching Session**  Brief overview of what will be discussed, mentored, coached and/or trained? | **Resources Required**  What is needed to Coach this topic? | **Time Allowed** | **Responsibility**  Who will doing the Coaching? |
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