

# WU Coaching Services Application

## WU Career Development for Postdocs



### WU coaching participant (hereinafter referred to as client)

Name, acad. degree: \_\_\_\_\_

Organizational unit: \_\_\_\_\_

Email address: \_\_\_\_\_

Telephone no.: \_\_\_\_\_

Coach: \_\_\_\_\_

**Number of coaching sessions** required to reach the goals agreed upon between coach and client:

..... **sessions, 60 minutes** each.

**Costs per session** ..... **EUR plus VAT** and thus a total amount of ..... EUR plus VAT

**Starting date for coaching sessions** (month/year): \_\_\_\_\_

**Estimated ending date** (month/year): \_\_\_\_\_

The coaching takes place as part of the Career Development for Postdocs. I acknowledge that as a coaching client, I am subject to a **deductible in the amount of EUR 20,- per coaching session (60 min.)**. I will be billed by the WU Personnel Development and Planning Office for this amount. – The coach will bill WU directly for the total amount.

- My organizational unit will be covering the deductible.
- I will be paying the deductible myself. My billing address is:

\_\_\_\_\_

**I acknowledge that as a condition for WU covering the cost of my coaching sessions, I am required to provide feedback after completing the coaching process.**

Feedback is a key element of quality control. This report is to focus solely on my satisfaction with the coach and the coaching process as a whole. A brief set of guidelines for writing feedback reports is available from the Personnel Development and Planning Office.

\_\_\_\_\_  
Date, client signature

\_\_\_\_\_  
Date, coach signature

**Please send this application by in-house mail or email to Daniela Machian, Personnel Development and Planning Office (daniela.machian@wu.ac.at; ext. 5831). Thank you!**