

WU Coaching Services Application

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, minutes each.

Costs per session € net amount gross amount

Amounting to a total of €

Starting date for coaching sessions (month/year):

Estimated ending date (month/year):

I acknowledge that as a coaching client, I am subject to a **deductible in the amount of EUR 30,- 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:

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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.

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Date, client signature

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Date, coach signature

Please send this application by in-house mail, fax, or email to Tanja Guggenbichler (tanja.guggenbichler@wu.ac.at, ext. 5367) or Sandra Vesely (sandra.vesely@wu.ac.at, ext. 5831), Personnel Development and Planning Office).

If you have any further questions, please feel free to contact Tanja Guggenbichler or Sandra Vesely by phone.