

WU Coaching Services Application

WU Pre-Doc Placement Program (WU PPP)



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 WU Pre-Doc Placement Program. 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 Claudia Angel, Personnel Development and Planning Office (claudia.angel@wu.ac.at, ext. 5528). Thank you