



Human Resources & Payroll
4400 University Drive, MS 3C3, Fairfax, Virginia 22030
Phone: 703-993-2600; Fax: 703-993-2601

**Workplace Coaching Program
Intake Form**

Your Information

Name	Date	G #
_____	_____	_____
Work Phone	Cell Phone	
_____	_____	
Work E-mail Address	Personal E-mail Address	
_____	_____	
Preferred Contact Method	Please select with of the following best describes your affiliation with Mason:	

Your Preferences

There are a wide variety of coaches available to members of the Mason community. Please indicate any general preferences you may have in regards to the Coach you would like to work with, such as gender, age, or employee type:

Please indicate any logistical preferences you have for your coaching session, such as time of day or location:

Please indicate your meeting preferences (check all that apply)

- In-Person
- Phone
- Online video call (Skype)
- No preference
- Other _____



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Your Situation

Please provide a brief description of the topic(s) you would like to discuss with a Coach OR select from the options provided below:

Prepare for a difficult conversation with a colleague, subordinate, or supervisor

Talk through options for handling a workplace conflict

Develop new communication or team-building skills

Work on my leadership style

Discuss a personal situation that is affecting my work

Brainstorm options for career growth

Next Steps

Thank you for your interest in the Workplace Coaching program. Please submit this CONFIDENTIAL form to the Coaching Program manager at EmpRel@gmu.edu or to the private Employee Relations fax number at (703)-993-4275. A member of the Employee Relations team will contact you shortly to confidentially discuss your situation and pair you with an appropriate Coach. The Workplace Coaching program is administered by the Employee Relations team in Human Resources & Payroll. Your identity and all information related to your coaching sessions is STRICTLY CONFIDENTIAL within the limits of the law and will not be shared with anyone outside the Workplace Coaching program administration without your permission.