

Program session recap

Reuse pages 1 and 2 after each session | Add page 3 at the final session

Client name	Session number	Session date
Facilitator	Notes source	
Program goal and today's session focus		
Starting baseline or prior commitment		
Progress evidence and what was learned		
Selected approach and connection to the program goal		
Practice completed and specific feedback		
AI and recording consent status	Recap delivery date and method	

Commitments before the next review

Up to three actions | Save a separate completed recap for each session

Action 1

Owner	Due date	Success measure

Action 2

Owner	Due date	Success measure

Action 3

Owner	Due date	Success measure

Next milestone and evidence to bring

Likely obstacle and how the client will respond

Next session or review date	Read-back confirmed by and on

Final program review

Complete at session 6 | Carry the work into the next 90 days

Original goal and observed progress against the baseline

Strongest examples of career or leadership progress

Remaining gaps and support or resources needed

Next 30 days | action, owner, due date, measure

Next 60 days | action, owner, due date, measure

Next 90 days | action, owner, due date, measure

Self-review date

Final roadmap confirmed by and on