

7 Elements of a Classic Coaching Session Chart

Element	Approximate length	Description
Connect: Setting the Space	2 minutes	What: Greeting each other and getting connected.
		Why: Establishing a connection sets a safe space conducive to coaching. It also allows for clients to clear any distractions and get focused and present to the coaching about to begin.
Accountability	About 3 to 7 minutes	What: Asking your client how the previous actions went. Being curious about what your client learned when following through or what changes need to be made to the action.
		Why: Accountability is vital to coaching and making space at the beginning of each call to discuss past agreed upon actions gives the coaching a strong frame and sets a good habit for future coaching sessions.
Setting a New Agenda for Current Coaching Session	3 to 5 minutes	What: Exploring with your client what your client wants to receive from the coaching session. The call's agenda is a statement of the new understanding or action steps a client wants to clarify during the present coaching call.
		Why: Having a strong agenda gives the rest of the call focus. It also creates clear criteria for determining the success of the coaching.
Exploring Learning and Being using Coaching Tools	20 to 40 minutes	What: Using the rest of your coaching skills to help your client achieve the client's larger agenda to thrive as well as the call's agenda you just co-created.
		Why: Coaching is effective because you are helping your client make important executive decisions on how to spend time and energy as well as what mindsets are most effective and conducive to living a happy, productive life.
Planning Actions and Accountability	5 to 10 minutes	What: This is the part you design your action steps. Hopefully an action naturally arose out of the exploration of learning and being questions, but if not, you can always simply ask your client, "Out of everything we explored, what action steps do you want to take?"
		Why: Action is where the learning and coaching take tangible form. By designing actions together with your client, you empower your client to find solutions, be creative, and even more energized to accomplish what needs to get done.
Check in on Session Agenda	2 minutes	What: A quick check-in on whether or not you as a coach have successfully addressed the session's agenda.
		Why: Provides accountability for the session and provides a strong beginning and ending structure. Such accountability allows you as a coach to explore tangents, intuitions, and other areas while still knowing you will check in again on whether or not you have addressed the original agenda.
Logistics for Next Session	2 minutes	What: A quick conversation about when you will meet next and wishing each other a good week or two.
		Why: Helps cut down on the back-and-forth scheduling process.