

COACHING SESSION GUIDE

Reference edition



1. SET THE SPACE

- How are things?
- What's new?
- How have things been since we last met?
- What's been your biggest insight since our last session?
- How does knowing you have a coaching session coming up change the way you approach your work (life/schedule/etc.)?

Trust the client.
Trust the process.
Trust yourself.

Enjoy doing your
life's work.

YOU GOT THIS.

2. ACCOUNT

If your client did not follow through

- What stopped you?
- What did you learn about what needs to be improved in your system?
- How hard/easy have you been on yourself?
- What kind of relationship do you want to have with accountability?
- As your coach, how can I be most useful to helping you follow through?

If your client did follow through

- How did your action steps go?
- What did you learn about yourself in the process?
- What did you notice change?
- How does following through like this impact the way you see yourself?
- How do you want to build on this momentum?

3. AGENDA TIME MODEL

Topic

- What would you like to focus on today?
- How do you want to use our time together?
- What would be most useful for you to explore?

Importance

- What else would change in your life if you the perfect coaching session?
- How does this topic impact you (your life/work/etc.)?

Measurement

- How can we measure your success in today's session?
- How will you know if we're successful today?
- What would make progress tangible?
- Common Measures:
 - Having an insight so compelling you need to write it down.
 - Having a defined perspective and certain # of action steps.

Echo

- Quick and sweet. Shorter the better. :)

4. EXPLORE (See Powerful Questions, Exercises, Topics on Back)

Learning
Being
Doing

5. ACTION

Doing

6. REFLECTION

- How did we do on our session agenda?
- What went well today?
- What would make it even better?

7. LOGISTICS

- When is our next session?
- How can I best support you between sessions?