

Coaching Session Outline

This is a general outline of a coaching session. Try not to think of this as a checklist, but more as a guide that can help you facilitate the flow of a coaching session. There are sample questions and examples of discussion points in each section. Find what seems to work well for you!

Pre-Session (5-10 minutes)

Purpose: Bring your attention to the present and prep for the session.

- o Coach centering and preparation (review actions from last session and do any other needed preparation).
- o The intention of focusing on what the coachee wants.

Beginning

Purpose: Build rapport, check in with the coachee, check in on previous goals, and determine what to discuss in this session.

Centering exercise with the coachee (guided breathing, imagery, journaling, etc.)

Review / Checking In

- o How are you doing right now?
- o What is going well right now?
- o How did last week go?
- o What went well? What successes did you experience?
- o What challenges did you encounter?

Establish Session Agenda

- o What do you hope to take away from this session today?
- o How will we know when we are getting there?

*Note: while going over the previous week's goals, the agenda for this session may become apparent to the coachee. This could be where they experienced great success and want to carry that momentum forward, where they struggled, where they are experiencing ambivalence, etc. This session's agenda will carry you into the generative moment.

Middle

Purpose: Brainstorming and figuring out how to move forward.

Generative Moment

- o Keep circling back to that session agenda – what are they hoping to get out of this session today?
- o What might get in the way of you getting what you want in the session today?
- o Where do you feel energy or emotion?
- o What are the coachee's strengths and values? How do they align with their goals?
- o Use brainstorming and creativity.

End

Purpose: The Coachee should leave with a takeaway or something to work on and a plan to hold themselves accountable.

Goal setting

- o Have the coachee restate their goal, maybe even write it down.
- o How will they know when they have accomplished this goal?
- o When will they achieve the goal?
- o What barriers will they need to overcome to accomplish the goal?
- o What will support or facilitate their success?
- o How will you hold yourself accountable to this goal?
- o How can I (coach) support you with this goal?
- o Connect the goal to the coachee's motivation and "why" for setting the goal.
- o Use a scale to determine how motivated or confident the coachee is about their goal. ("On a scale of 1-10, how confident are you that you will accomplish this goal?")

Session close

- o Try to end on a positive note, perhaps expressing appreciation for the coachee's work in the session.
- o Ask for feedback on how to make the coaching session more effective.
- o Schedule the next session.