

Coaching Session Template 1

This template is designed for a 90-minute session. You can adjust the timeframes as needed to suit your desired session length if different.

Session Overview:

- Date:
- Duration:
- Client Name:
- Session Focus/Theme:

Session Objectives:

1. *Objective 1:*

- Desired Outcome:
- Action Steps:
- Resources/Support Needed:

2. *Objective 2:*

- Desired Outcome:
- Action Steps:
- Resources/Support Needed:

Agenda:

1. *Welcome and Review (5 minutes)*

- Greet the client and establish rapport.
- Review previous session's action steps and progress.

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2. *Setting the Context (10 minutes)*

- Clarify the session's focus and objectives.
- Discuss any relevant updates or challenges since the last session.

3. *Exploration and Discovery (20 minutes)*

- Use powerful questioning techniques to delve into client's thoughts, feelings, and perspectives.

Some Examples:

1. What are your current thoughts and feelings about the situation or challenge you're facing?
2. How would you describe your ideal outcome or desired result in this situation?
3. What do you believe is holding you back from achieving your desired outcome?
4. How does this challenge align with your long-term goals and values?
5. What options or possibilities do you see for addressing this situation?
6. How confident are you in your ability to overcome this challenge? What factors contribute to this confidence level?
7. What strengths and resources do you possess that can support you in navigating this situation?
8. How might your perspective or approach to this challenge shift if you were to view it from a different angle?
9. What assumptions or beliefs are influencing the way you perceive this situation?
10. What actions or steps have you already taken toward addressing this challenge? How effective have they been?
11. What support or assistance do you feel would be most helpful to you in overcoming this obstacle?

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12. How does this situation connect with previous experiences or patterns in your life?

13. What fears or concerns do you have about taking action or making changes in this area?

14. How might your life look different if you were able to successfully navigate this challenge?

15. What self-limiting beliefs or negative self-talk might be hindering your progress in this situation?

- Encourage self-reflection and exploration of underlying beliefs and assumptions.

4. *Goal Setting and Action Planning (15 minutes)*

- Collaboratively identify specific goals and desired outcomes.

- Break goals down into actionable steps.

- Discuss potential obstacles and strategies for overcoming them.

5. *Strategies and Tools (15 minutes)*

- Introduce relevant coaching tools, exercises, or resources to support client's progress.

- Discuss potential strategies and approaches for addressing specific challenges.

6. *Commitment and Accountability (10 minutes)*

- Summarize the key insights, action steps, and commitments made during the session.

- Establish accountability measures to track progress and follow-up in subsequent sessions.

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7. Reflection and Closing (5 minutes)

- Encourage the client to reflect on the session and share any final thoughts or insights.
- Express appreciation for the client's participation and commitment.

Client Action Steps and Follow-Up:

- Summarize the agreed-upon action steps and commitments.
- Provide any necessary resources or materials.
- Determine how progress will be tracked and any follow-up needed before the next session.

Notes and Observations:

- Record important insights, breakthroughs, or observations during the session.
- Make note of any additional resources or support that may be beneficial for the client.

By utilizing this Coaching Session Template, you can structure your coaching sessions effectively, ensuring a clear focus, meaningful exploration, and actionable steps for your clients. Customize the template based on each client's unique needs and goals while maintaining a consistent structure to provide a consistent coaching experience. Regularly review and update the template to incorporate new techniques, tools, and client feedback, ensuring continuous improvement in your coaching practice.