Coaching session client ##, session

Opening questions and statements

Before we begin, turn off phones/online notifications, to remove distractions. Thanks for turning up on time. Acknowledge might need to unwind a little before we start. We will end promptly (reminder of session length)

[Session 1 only] How did you find the contract? Do you have any questions about it? Is there anything you would like to change/add?

[If they seem negative or very serious mood] What made you laugh this week? Or (Amidst all your concerns…) What do you feel good about?

- What would you like to think about today?
- Why is that important to you right now?
- Start with the end in mind, what do you want to be different by the time we finish today?

[first session] Goal starter: GOAL HERE (if we got one)

Let's review the overarching goal we discussed last time and see how that sits today. Let's make it more specific (question bank):

- Why this goal?
- Why now?
- Whose goal is it?
- What's the bigger purpose?
- How does it align to your values?
- How did you arrive at this goal?
- Who else is connected with this goal?
- How would you like it to be?
- What would be an inspirational goal for you?
- What is the driver behind this goal?
- How detailed (or smart) do you need this goal to be?

- How will you ensure you identify and capture your goal as it emerges during our conversation?
- What stretch will you need to achieve this goal?
- What support will you need to make this happen?
- Will you need to stop doing something to give you the space to pick this up?
- If so, what will you do and how will you manage this?

[2nd session onwards] Goal questions bank:

- What's changed since our last session which makes this more or less relevant?
- Does it still resonate, or do you think there is something else that you would rather focus on?
- What thinking have you done since our last session?
- What (if any) actions have you taken?

Who could we ask for feedback so that we can measure where you are with this now, and review again at the end of our sessions?

Closing questions

What actions/is the first step are you going to take as a result of this session?

How committed are you to doing that? (scale 1-10)

[for ROI] What has been most valuable from today's session?

[for ROI – ask at end of session 3 and 5] And what has been most valuable in the coaching process so far, and how do you know that is valuable? What does that mean to you and your organisation?

Begin with the end in mind…

If you take these actions and they are successful:

- How would you know?
- What would you be feeling that would confirm it is working for you?
- What would *other* people notice about you – as a colleague/as a leader/in role – how would others experience you differently?

How are you feeling at the end of this session?