

# Considerations for Coaches - A Session by Session Breakdown

This document provides general benchmarks for coaches to help plan their sessions.

The information provides ideas to break down sessions to make them applicable to your clients' needs, and follow a clear trajectory that is mutually beneficial to both parties.

## ***Prior to the first meeting...***

- Get the potential client to fill out an intake form to understand goals for self-improvement and what you hope to get out of your time together.
- Determine whether coaching is a good approach for them.

## ***First Session...***

- Ensure there is a strong rapport/fit between the coach and client.
- Brainstorm a way to measure results and success. If the client is not able to look at their progress and see that they are meeting their goals, they may find the process redundant and unfulfilling.
- Help client come up with measurable goals and progress.
- Come up with a means to check-in and measure progress between sessions.

## ***Upcoming Sessions....***

- Ensure that each session has a planned outcome or goal.
- Discuss current issues client faces and return to goals.
- Review accountability measures and progress.
- Make sure the client has an opportunity at the closing of the session to understand expectations to meet their goals and is able to reflect/measure progress.
- Give client opportunities to acknowledge and celebrate their strengths.

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