Coaching Session Plan

An example of a coaching session structure could be:

Phase	Time (min)	Key Activities
Welcome and contracting	5	▪ Greet the client, establish presence ▪ Reconfirm confidentiality and session agreement ▪ Clarify session focus and outcomes (International Coaching Federation, 2020; Bennett, 2008)
Exploration	10-15	▪ Invite client to share updates since last ▪ Explore current challenges, goals, or insight (Passmore, 2016; International Coaching Federation, 2020)
Creating and deepening awareness	10-15	▪ Listen actively and provide support in reflecting ▪ Invite to explore emotions, beliefs, and patterns ▪ Use tools (e.g. GROW, Integrative Model, 360 feedback) (Passmore, 2016)
Action planning	10-15	▪ Partner to identify options and next steps ▪ Co-create a SMART action plan ▪ Discuss accountability and potential barriers (Passmore, 2016; Bennett, 2008)
Reflection, takeaways and closing	5	▪ Let the client summarize the key takeaways ▪ Confirm commitments and timeline, as well as follow-ups ▪ Invite feedback on the session and re-contract if needed (Bennett, 2008; International Coaching Federation, 2020)

Resources:

- Bennett, J. L. (2008). Contracting for success. *International Journal of Coaching in Organizations*, *6*(4), 7–14.
- International Coaching Federation. (2020). *The professional certified coach (PCC) markers* (Rev. Sep 2020). https://coachingfederation.org
- Passmore, J. (Ed.). (2016). Excellence in coaching: The industry guide (3rd ed.). Kogan Page.