

SAMPLE COACHING SESSION STRUCTURE

START with the Agreement

S - Subject

T - Potential for **Transformation**

A - **Areas** to Address

R - Measurable **Result** of Session

T - **Team-Up!**

Subject

- How would you like us to get started today?
- Based on your learning from action...what would you like to focus on today?
- What is most important for us to focus on today?

Transformation / Top of Mind

- What makes this the topic for us to work on today?
- What makes this important for us to spend time discussing?
- As we work on this, what difference do you want to see in your life?
- Who will you be able to be if you work on this topic?

Areas to Address

- Wow, this is a big topic. What part is most important today?
- What will we need to chat about to work on this topic?
- What are some of the things we need to address to help you think and plan around this situation?

Result

- As we talk about _____, what would you like by the end of the session?
- What practical takeaway do you want from today's session?
- What type of takeaway do you want by the time we are done today?

Teaming Up

- Focus on the client's objective for the session
- Offer, "How would you like us to get started on this topic then?"

Explore with Powerful Question Algebra

Start	+	Focus	+	Client's
What		Situation		Language
Who		Importance		Metaphor
How		Learning		Perception
Why		Values		Energy
(When)		Perspective		Tone
(Where)		Beliefs		Pace
		Assumptions		Agenda
		Potential Action		

Tips

- Offer Space: 1-2-3, 1-2-3, 1-2-3
- Word Count: 5-15 words per question
- Questions: Open and Exploration Focused
- Observe: Shifts in energy, tone and pace
- Acknowledge: Support client's work
- Checking In: "How close are we to result?"

Make the Action Planning SMART

S - Specific

M - Measurable

A - Attainable

R - Relevant

T - Time-Specific

AND

- Learning

- Obstacles

- Accountability

Specific

- What specifically will you do?
- What's a one sentence summary of this action you want to take?
- Out of all of the options we talked about, what's the one specific one you want to take?

Measurable

- How would you measure progress towards completing this?
- How will you know you are on the right track?
- What could you do to track your progress?

Attainable

- How could you rephrase this to focus on your role in getting this done?
- What part do you play in accomplishing this?
- What will be the right balance between challenging and doable?

Relevant

- Why bother taking this step forward?
- What makes this experiment so important to you?
- Could I challenge you on this? ...Do you really want to do this?

Time Specific

- When will you do this?
- What's the timeline for this plan?
- Looking at the next two weeks, when do you want to accomplish each piece of your action plan?

Learning

- What are you learning about yourself now that you have come up with a plan/solution here?
- What will you be able to learn by following through with this plan?

Obstacles

- How will you know if you need to change direction
- What might get in the way?
- How will you overcome obstacles?

Accountability

- How will you hold yourself accountable to your goal?
- What will help you remember to follow through?
- Who can you partner with to help you move forward with your plan?

