

<b>✓</b>	<b>FIRST COACHING SESSION TEMPLATE</b>
	<b>Before The Session</b>
	Review pre-coaching questionnaire - notice challenges, goals, dreams, successes, challenges, etc.
	Practice mindfulness
	Key coaching skills: mindful listening, inquiry, and reflection
	<b>Session Opening</b>
	Welcome and thank client for choosing you and for completing questionnaire
	Introduction - share personal passion, credentials, and experience
	Review session agenda - clarify client expectations and priorities, gather additional information through questioning, create wellness vision, and design goals with client
	<b>Expectation Setting</b>
	Describe your coaching style
	Confidentiality
	Record keeping
	<b>Expand On Pre-Coaching Questionnaire</b>
	Ask about any questions that came up while completing questionnaire
	Ask if they learned anything about themselves after completing questionnaire
	Gather missing information, expand on information using inquiry
	<b>Create A Wellness Vision</b>
	Determine what is most important to the client right now
	Collaborate to identify client's strengths - review successes, what is working now, what the client feels good about
	Discover the client's motivators - what is driving the desire to change now
	Find out client's visions, dreams, wishes surrounding the issue
	Support client to draw out a clear and detailed vision of the ideal dream
	Explore the challenges to be met and what could be possible when the dream is reality
	Discover past positive experiences with elements from the dream
	Identify existing strengths and values that could be used to reach the dream
	Explore people, resources, systems, environment required to reach the vision
	Ask client to commit to the vision
	<b>Goals</b>
	Come up with realistic goals the client can commit to
	Brainstorm action steps to lead to the goal
	Confirm the connection of the actions to the wellness vision
	Affirm the client's ability to achieve the goal
	<b>Session Close</b>
	Express appreciation for the client's work
	Discover and reflect on the value the client received
	Ask for feedback
	Clarify expectations regarding payments, scheduling, rescheduling, and length of sessions
	Schedule next appointment