

First Coaching Session Structure

Step 1	0-15 min before session	Prepare the space	Spend time preparing for the session. Clear your mind and your energy and be ready to hold the space for your client.
Step 2	0-15 min into the session	Build Rapport	Spend time building rapport and leading the client into the session. This helps them relax and get more attuned to what is to come. Acknowledge them for showing up and assure them they are in a safe place where nothing that they say will be disclosed.
Step 3	15-25 min into the session	Set the vision and goal	Understand your client's vision and goals for the engagement and get them excited about them.
Step 4	25-40 min into the session	Coach through a challenge	Identify the challenge that's holding them back from reaching their goals. Hold space for them and let them explore solutions that could help them overcome a challenge. Focus on one challenge at a time.
Step 5	40-45 min into the session	Commit to action and close on a positive note	Recap key points and agree on an action plan that you will hold them accountable for. Close the session on a positive note and with clarity on next steps.
Step 6	After the session	Do a post session follow up	Follow up and send any additional information that could help them.

Subsequent Coaching Sessions Structure

Step 1	0-15 min before session	Prepare the space	Spend time preparing for the session. Clear your mind and your energy and be ready to hold the space for your client.
Step 2	0-5 min into the session	Build Rapport	Lead into the session by acknowledging your clients' biggest wins. Get their attention and focus on the session with a balancing or centering exercise. Get them in a positive state of mind with guided meditation, or a moment of gratitude, or breathwork, or movement. If they are experiencing a negative state, ask them to express it fully. This will help them release the current tension. Then support them in seeing the positive in the situation.
Step 3	5-15 min into the session	Set goals & intentions	Set a goal for the coaching session based on where they are on the way to their bigger goal.
Step 4	15-40 min into the session	Coach through challenges	Use powerful questions to dig deeper on their motivation and desire. Challenge any beliefs or behaviors that aren't serving them. Discuss any roadblocks they may encounter along the way.
Step 5	40-45 min into the session	Commit to action and close on a positive note	Recap key points and agree on an action plan that you will hold them accountable for. Review the accountability system with your client and their biggest takeaways. Close the session on a positive note and with clarity on next steps.
Step 6	After the session	Do a post session follow up	Follow up and send any additional information that could help them.