

One-on-One Coaching Template

Things to remember:

- No matter the kind of coaching you provide, at some point, you are bound to provide a one-on-one coaching session.
- The purpose of this coaching method is to strengthen your bond with your client and also to clarify their doubts within their comfort zone.
- In one-on-one coaching, you get more opportunities to get to know the client on a deeper personal level and customize plans and sessions that will fit their needs.
- This type of coaching also enables you to have a specific methodology in place to help them grow better.

THE 5-STEP PROCESS FOR YOUR 1-1 COACHING SESSION



1 Establish a coaching agreement

Identify the specific issue for the session. *What is the issue/goal you would like to focus on today? What is important about this for you?*

Once you have clarity on these questions, draw up a coaching contract. Check out the ultimate guide to coaching agreements to start off.

2 Set the goal/outcome for the session

Aid your client to envision their desired outcome from the coaching.

How will you know you achieved what you wanted to accomplish today? What will that look like or feel like? Is it objective or subjective? Where are you now regarding what you wanted to achieve today?

Answering these will help you move to the next step.

3 Coach the client

Now that you are well-versed with desired outcomes, help the client identify their challenges and setbacks, and explore different actions for unearthing possible solutions. This is where your coaching skills come into full play, as well as any coaching methodology, tool, or technique that may come in handy.

4 Identify and commit to action by mindvalley

Once you've explored the challenges and solutions, it's time to define the first action steps your clients must take to get closer to their desired outcome. Always remember, the client chooses the actions to commit to. This empowers the client and makes them more accountable for their betterment.

5 Review and feedback

As the conversation comes to an end, make sure you spend some time reviewing and wrapping up the session. Ask your client to summarize their key insights, perspective shifts, action steps, and commitments. Use the questions in the next section of this template to help you with this.

QUESTIONS TO ASK YOUR CLIENTS

Being a coach means you have to deal with people from all personality types. While some of the clients might seem easy to work with, some might have certain reservations about your methodology. But, what all of them have in common is the need to delve deeper into their own psyche to become a better version of themselves. These questions can help you understand your clients better and also build mutual trust between you two.

- 1 What aspect of your life do you wish to change?
- 2 What are the goals that you have in mind?
- 3 What are your personal goals?
- 4 Do you have a time frame in your mind?
- 5 Do you know the skills you need to possess/hone in order to achieve your goals?
- 6 Are you happy with your present situation?
- 7 What do you wish to change?
- 8 Are you unhappy with a certain project?
- 9 How do you wish to overcome that hurdle?
- 10 Are there any fears that you feel you need to overcome?
- 11 When do you feel the most productive?
- 12 How do you tackle your workload?
- 13 What hobbies do you have?
- 14 Do you wish to make a career change?
- 15 What do you wish to take from this coaching session?

THE HOLISTIC APPROACH

Coming from the Greek technique, the holistic method treats the person as a collective and believes that in order to solve one problem, the other parts of the person's personality and psyche need to be dealt with too. In the holistic approach, the three parts are – the body, the mind, and the spirit. This same approach towards life needs to be taken up by coaches on their one to one sessions to ensure their clients are benefitting from those sessions.

- The physical level or dealing with the body. The person should be taught how to strive for an environment that will help them focus better. This can include making certain changes in the space they work like including green plants and having a clutter-free desk. The physical aspect will also deal with setting them to write down action plans and future goals that they set for themselves. You can also resort to neuro-linguistic programming to alter certain behavioral traits in your clients that will help them mentally enforce a positive outcome.
- The mental level also includes training the mind. One of the challenges faced by coaches is the clients' own limitations and barriers. Opting for techniques like emotional freedom techniques (EFT) or accelerated learning practices, you can help your clients unlock their true potentials.
- The spiritual level. While this might sound like a digression from scientific methodology, but dealing with the spirit of the person helps unlock deeper psychological fears and traumas. This approach also helps you make your client be attuned to the universe and their own gut feelings.

ACTIVITIES TO ENABLE THE CLIENT TO UNLOCK THEIR TRUE POTENTIAL

When dealing with one-to-one sessions, it becomes crucial for the coach to plan activities that will keep the session effective even after the time limit. The core objective of these activities will be a result of the data collected by the questionnaire and the holistic healing session. Often the activities can bring out deeper insights about the client and help the coach plan the next session. These activities include:

- **JOURNAL WRITING:** Often exercises like these are crucial in unlocking the fears and goals of the client. Regular journal writing also helps the client have a better understanding of their own issues and think about ways to tackle those.

- **GOAL SETTING:** This can be achieved again by maintaining a planner and also begins when the client sets an affirmation of the same. The core objective of the goals will be the client's happiness and growth. This can come from the desire to lose weight, travel more, become more assertive in nature, or simply be able to speak their mind out.
- **TRAINING THE EMOTIONAL INTELLIGENCE:** One of the best ways to ensure success is to be able to gauge another person's emotions. As a coach, you can guide your client towards this skill of reading a person's emotions and feelings and use that knowledge for a positive outcome. This will begin when the client is aware of their own feelings and a chart can help them develop better self-awareness.
- **PREPARE FEEDBACK:** While the feedback will be the client's thoughts about your coaching, this will be an effective exercise for them to be able to convey their feelings and opinions in a positive manner.

YOUR ONE-ON-ONE COACHING CHECKLIST

- Prepare a coaching agreement
- Ask pertinent questions to set a goal for the coaching
- Coach the client with the feedback from the previous step
- Identify action items for the client to commit to
- Determine the session's outcome
- Ask for regular feedback