

## **COME TO YOUR COACHING SESSION READY TO WORK AND PREPARED FOR THE CALL**

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*YOUR COACHING CALL IS A MAJOR EVENT THAT WARRANTS CAREFUL PREPARATION.  
YOUR COACHING CALL IS A TIME TO SHARE WHAT IS MOST IMPORTANT TO YOU.*

CLIENTS usually have a lot to share during their weekly coaching call. Given the limited time, I suggest they pick up to 5 types of things to share or discuss each week.

### **WHAT THE CLIENT TALKS ABOUT**

- How they are feeling
- What they are most proud of accomplishing since last time
- Their biggest professional concern facing them right now
- The shifts or insights they've had since our last talk
- Where they went further than before and did not stop
- A plan of action to accomplish a goal
- The next goal they want to work on
- A progress report of how a project is coming along
- The problems they had this week and how they handled them
- Bad news
- What they are now ready to take on
- The skills they developed or mastered this week
- Promises you wish to make for the next call

### **WHAT THE COACH TALKS ABOUT**

In addition to what they want to discuss, here's what the coach is likely to bring up and share:

- A distinction or concept to further the discussion
- A solution to a problem
- Acknowledgement for an accomplishment or growth
- A request to do something or something more
- Questions to promote thinking
- Reminders for the client to see how great they are

### **HOW TO PREPARE FOR THE COACHING CALL**

The length of time you spend preparing for your coaching call is up to you. Most of my clients take about 10 minutes to do so. So much happens during any given week that this pre-call debriefing time is helpful to get some perspective on what was accomplishing during the week.

Here are the steps I recommend.

<b>TIME</b>	<b>ACTIVITY</b>
	<b>Before the call</b>
20 min	Get quiet, turn off phones, no interruptions, be with yourself for 5 minutes
15 min	Ask yourself "What I am pleased about that happened since last speaking with my coach?" Write down 3 things.
10 min	Fill out the Coaching Call form

2 min            Call the coach

**After the call**

Make notes of any promises you made in your DayTimer

**CLIENT**

You can do exactly what you want to do on your coaching call. You can talk about your wins or your problems; your ideas or your dilemmas. Complaints about how life doesn't work, or how bad people treat you are normally kept brief and used only as contrast to ask yourself what you *do* want. If the coach finds over time that the same painful issues continue to arise repeatedly then the coach may want you work in collaboration with a therapist or counselor. A well trained professional coach will be happy to work as a team with your therapist to provide a greater foundation of support.

**EXERCISES**

1. How do you want to start out each coaching call? What do you want to say? What do you want the coach to say? How do you want to feel?
2. Using the checklist provided, design the ideal coaching call for you, time-lining each section. Send a copy to your coach.
3. How do you want each coaching call to end? What do you want/need to hear from your coach each time? What do you want to say to your coach each time?

*Your coaching call is an investment in your week; make the most of that investment by preparing for it.*