

Winning Sample Sessions Top Tips

- 1) INVESTMENT – After you've had initial contact with the prospective client and before the session, get them to send you information and any relevant background on their current situation, and most importantly for you – what they want to get out of coaching. This gets them thinking and involved in the process before they even get to the session, and gives you the heads up on their key issues and what they want to achieve through coaching.
- 2) CLARITY – Right from the first point of contact tell your prospective client the purpose and structure of the sample session. Remember that most people coming to coaching are in *desperate* need of clarity so this will immediately make them feel....
- 3) SAFE, HELD AND SEEN – Again at the beginning of the session tell them exactly what you will be doing and why. It's also important to acknowledge what's happening for them, how it is making them feel, the impact on their lives. Acknowledge and champion them – this could be the only place in their lives that this ever happens – do not underestimate the power and impact doing these can have on someone.
- 4) BENEFITS, BENEFITS, BENEFITS – Throughout the session the prospective client gets to see and feel the benefits of coaching. This is why I like to identify a saboteur – this alone can be a life changing concept. Identifying someone's values can also create a huge shift, and coaching in fulfilment and / or balance will also get the client to feel a definite change in perspective. On top of all of that if you then

take them 'up the tube' and give them a structure – well - they are definitely going to feel the benefit! And most importantly, at the end of the actual coaching **you get them to tell you** what they have gotten from the session – i.e. the benefits they have seen and felt. You also make sure that you tell them what they will get from the coaching i.e. achieve what they said they wanted to at the beginning of the session.

- 5) ACCOUNTABILITY – as we all know accountability is a huge part of the coaching process – so get them accountable right from the start. Before you even go to action get a date in the diary for a ten minute follow-up call, then in true coaching style work backwards from that date (I like to allow just a week). Doing this really gets them to feel the deepening of the learning within the session, then the forwarding of the action in just one week.

Name:

Job and Title:

Employer/Business Name:

Age:

Preparation questions

The questions below give you the space to explore yourself and what you might want to achieve through coaching. I use the information to get a deeper understanding of who you are, what drives you, and what you want to create in your life. When thinking and writing about the questions below, allow yourself to enjoy the process, and use it as an opportunity to explore some areas of possibility that you perhaps haven't looked at in a while.

****All information will be treated as strictly confidential.**

1. What has brought you to coaching? How does it all feel and what do you want to achieve through coaching?

2. What ten things do you feel I should know about you?

3. What in life is most important to you?

4. What things give you enjoyment? And what makes you enjoy them?

5. What are your biggest achievements in life so far? And what are the beliefs, strengths, patterns of behaviour that you are aware of that enabled those achievements?

6. If we were to work together on an on-going basis, what would you like to be coached on? To answer this question don't only consider your goals and dreams but also think about what you *really* want, who you are becoming, a personal quality you want to develop and the stretch you are now ready for. **(Consider responding from the standpoint of expanding your capacities, rather than fixing faults.)**

a)

b)

c)

7. In your wildest dreams, what would you like to create or leave behind?

8. What moods or emotions arrive "with" these intentions or goals you are considering?

9. What are the biggest challenges you face in reaching your goals? And what patterns of behaviour are you aware of that could (or do) hold you back?

10. What are 3 things I should know that would help me be a great coach for you?

1.

2.

3.

11. What particular challenge or issue do you want to be coached on in this session?

12. Any questions you'd like me to answer during our session?

Thank you.

Winning Sample Sessions Structure + Notes

BEFORE

Get them to prep beforehand by sending you a paragraph on what their current situation is and NB: what they want to get out of coaching.

This gets them invested and thinking, and gives you the heads up on what their main issues are, to highlight any possible saboteurs, and tells you what they want from you.

INTRO:

Be clear about the structure of the session, what it's for, and approximately how long it will take.

Acknowledge them for sending you their info, and get them to tell you in their own words what's happening / going on for them.

I really like to get them to connect with their emotions at this point as often this is the first time they have, it gets them to really realise the impact it's having on them, and is good for you to go back to when debriefing.

NB: What do you want to get out of coaching? (write the answer down in their words)

Usually there are a couple of issues that come out of this – highlight them and get them to choose which one to go with for the purposes of today and the 30 mins of coaching.

COACH

Identify a saboteur

Coach in Fulfilment or if they are really stuck, Balance

Pull out and identify any values you hear

Take them up the tube and give them a structure

Set a follow-up date and go to action based on two / three values

WRAP:

'So let's review – at the beginning of the session you were feeling.....

And now you're.....

And you now know that xx and xx values are really important to you

And are going to do and

NB: What have you got out of today's session? '

We would do a lot more work on finding out what all of your values are and how to create the life you REALLY want.

We would

- 1) Design some very specific and measurable goals
- 2) deal with the obstacles that are currently getting in your way
- 3) you would be making the decisions and taking the actions.....

..all to get you achieving.....

(NB: relate directly to what they said at the beginning of the session re what they want to get out of coaching)

HOW I WORK.....

Then tell them about how you work i.e. I usually ask for a minimum commitment of 10/12 sessions in order to ensure permanent change / once every two weeks / cost etc.

Open it up for them to ask any further questions

ACCOUNTABILITY

'Let's speak in a week's time on the phone'