
COACHEE SESSION GUIDE

Below is a suggested outline for how to structure your coaching sessions. You may find that a variation on this model works for you, but this is a good place to start. The most important key is to have a structure to your sessions so that you are intentional with your time and maximize the benefit for your team members.

Action	Description	Suggested Timeline
Welcome; Opening Question	Tie in the last session	1 - 3 minutes
Provide Direction for this Session	Get Coachee agreement; Identify #1 need for today's session	1 -2 minutes
Action Plan Review	Review status of Action Plans completed since last session or still outstanding	2 - 3 minutes
#1 Need	Begin dialogue and coaching on team member's #1 need for this session	13 -16 minutes
Establish Action Plans	<ol style="list-style-type: none">1. Determine Action Plans2. Ask Team Member what success of APs will look like (and perceived benefit)3. Have them repeat APs with commitment dates	5 minutes
Close and End Call	Encouragement and closure	30 seconds
Coaching Wrap Up	Fill in topic or ideas for next call in system for follow up	1 minute