

TOOL

Coaching Session Planning Tool



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Purpose

This tool supports coaches in preparing for effective, intentional coaching conversations. It helps you reflect on your client's needs, clarify your goals and intentions, and consider the approaches and stances that will best support growth.

When to Use

Use this tool before a coaching session to prepare for the conversation, especially when the conversation feels high-stakes, complex, or uncertain. It is also useful when you want to deepen your intentionality and effectiveness as a coach.

How to Use It

Review the reflection questions and select those most relevant to your upcoming conversation. Consider your client's goals, disposition, and potential challenges, as well as your own intentions and how you want to show up. Think through which coaching stances, strategies, or activities may be most effective, and gather any materials that might support the conversation. You may choose to write out your responses before the session and revisit them afterward to reflect on what was effective and what you might adjust over time.

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1. Where did our last coaching conversation end and what do I need to come back to with my client? Was there anything I said I'd check in on next time?
2. What are the goals for this coaching conversation? Are there goals related to the work plan that need to be addressed?
3. What are my intentions for this meeting? What do I want my client to think and feel by the end of it?
4. What might my client's disposition be? What do I know about where they are going to be?
5. What do I anticipate might be happening with my client or might be challenging? How can I prepare for this and manage these challenges?
6. Do I anticipate my client will need to release emotions? If so, how can I do this? What works for them to process emotions?
7. How can I enroll my client in this conversation? How can I make it matter to them?
8. Of the six coaching stances, (supportive, catalytic, cathartic, prescriptive, informative, confrontational) which might be most effective? Is there a coaching stance that I haven't used much that might be worth trying?
9. Can I anticipate that my client might want to engage in any coaching activities? Which ones might I suggest? Which might help my client reach their goals?
10. Are there any materials (articles or tools) that I might gather and bring with me in case my client requests some?
11. Who do I need to be in this conversation? Who does my client need me to be? How do I need to show up?
12. How do I want to feel at the end of this coaching session?

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