

SESSION STRUCTURE TEMPLATE



THE COACHING MASTERS

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A **typical coaching session** should follow a structured yet flexible format that allows the client to feel supported while making meaningful progress. Here's a general **flow** for a coaching session:

1. Opening & Check-In (5-10 min)

- **Purpose:** Create rapport and assess how the client is feeling.
- **Coach Says:**
 - “How have you been since our last session?”
 - “What’s been a win for you this week?”
 - “Are there any challenges or obstacles you’ve faced?”
- **Pro Tip:** Start with a grounding exercise if the client is feeling overwhelmed (e.g., deep breaths, visualization).

2. Review of Previous Commitments (5-10 min)

- **Purpose:** Reinforce accountability and track progress.
- **Coach Says:**
 - “Last session, we agreed you’d [action step]. How did that go?”
 - “What worked well, and what didn’t?”
 - “Any insights or lessons from your experience?”
- **Pro Tip:** If the client didn’t complete an action step, explore why without

3. Identify Today’s Focus (10-15 min)

- **Purpose:** Define the session’s main objective.
- **Coach Says:**
 - “What would make this session feel like a success for you?”
 - “What’s the biggest challenge or opportunity on your mind right now?”
 - “If we could focus on one thing today, what would it be?”
- **Pro Tip:** Allow the client to drive the agenda while keeping the conversation purposeful.

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4. Deep Dive & Strategy (20-30 min)

- **Purpose:** Explore the issue, uncover patterns, and create solutions.
- **Coach Says:**
 - “Let’s break this down—what’s really at the root of this?”
 - “What’s an alternative way to look at this situation?”
 - “What strategies have you tried in the past, and what was the result?”
 - “What resources or skills do you already have to move forward?”
- **Pro Tip:** Use a mix of open-ended questions, visualization, role-playing, and mindset shifts to help clients gain new perspectives.

5. Action Plan & Commitments (10-15 min)

- **Purpose:** Turn insights into concrete steps.
- **Coach Says:**
 - “What’s one action you can take this week to move forward?”
 - “On a scale of 1-10, how confident are you in following through?”
 - “What obstacles might come up, and how will you navigate them?”
- **Pro Tip:** Ensure the client’s action step is **specific, measurable, and realistic** to create momentum.

6. Wrap-Up & Closing (5 min)

- **Purpose:** Reflect and set expectations for the next session.
- **Coach Says:**
 - “What’s your biggest takeaway from today’s session?”
 - “How do you feel about your action step?”
 - “Is there anything else you’d like support with before we close?”
- **Pro Tip:** End on a **positive and motivating note** to keep the client engaged.

Additional Considerations

- **Length:** Sessions are typically **30, 60, or 90 minutes** depending on depth and structure.
- **Flexibility:** While structure is important, allowing organic discussion and intuition-based coaching is key.