Coaching Session Agenda

Client Name:

(*Describe each element, its purpose, and an approximate length of time)

Agenda Item	Time (00:00 to 00:00, x minutes)
Greetings	
Element 1	
Element 2	
Element 3	
Element 4	
Element 5	
Wrap-up/Next Steps	

*Your session agenda doesn't need 5 elements; keep blank or X out those you don't use

PROFESSIONAL COACH ASSOCIATION