

How to Run an Effective Coaching Session

Introduction

Your coaching sessions should be as effective and focused as possible in order to help the client reach their goals.

- **Create an Agenda**

Create an agenda for each session. This is a schedule template that gives the session structure. If you're stuck for ideas, it's helpful to take a coaching session with someone else.

- **Greeting and Opening**

Start each session by breaking the ice and getting into the comfort zone, but keep this short.

- **Review of Progress**

Review the progress your client has made so far and identify what's working and what's not.

- **Questions and Challenges**

Go over any questions the client has or specific challenges they're currently facing.

- **Feedback**

Give your client feedback and suggestions on how to overcome obstacles.

- **Next Steps and Agreed Actions**

Use your feedback to agree on action steps to take.

Conclusion

In a coaching situation, you're not telling the client what to do but working together toward a common goal.