

## **Preparing for the First Coaching Session**

### Introduction

You should be fully prepared for your first coaching session with a client so that you don't waste time gathering basic information.

- **Information You Need from Clients**

Gather and organize all of the information you need and review it before the first session.

- **Expectations for the Sessions**

Discuss the sessions' content with the client and outline realistic expectations.

- **Anticipate Questions**

Try to anticipate questions they may ask and prepare answers.

- **Getting into the Zone**

Mentally prepare yourself so that you're positive, enthusiastic and ready to talk.

### Conclusion

Make a plan for wrapping up each session so that it's smooth and doesn't go over on time.