

Coaching Session Planning Tool

These reflection prompts can be used to prepare for a coaching session or conversation. It can be very helpful to write out responses and to look back at them after the meeting and over time.

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 he/she is 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 him/her to process emotions?
7. How can I enroll my client in this conversation? How can I make it matter to him/her?
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 his/her 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?