

# Coaching Session Guideline

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RAPPORT, NOTICING, REFLECTION, DISCOVER,  
ACTION, SUPPORT, ACCOUNTABILITY, TAKE AWAYS

## **Pre-Session Preparation**

1. Review intake paperwork or previous session notes
2. Do any research on your client's issues and topics if necessary

## **Rapport Building**

1. Welcoming conversation about general topics

## **Noticing**

1. Ask clients to share what they have been noticing since you last met

## **Reflection and First Discovery**

1. Reflect back to clients what you are hearing, acknowledge and celebrate the specific progress and development you are hearing
2. Ask them what they want to be coached on today or what they want by the end of their session with you

## **Discovery**

1. Be listening for the dilemmas, potential blocks, challenges
  - a. Ask powerful discovery questions such as:
    - i. What ideas have you had for solving this?
    - ii. What has prevented you from taking that action?
    - iii. What would you have if you choose (name of the ideas)?
    - iv. What do you think the first step is?
    - v. What would need to shift for you to be able to do that?

## **Action/Practice Phase**

1. Asking questions to get the client to think about the actions, shifts in thinking and being, and practices that would make a difference in how they can change the dilemma
2. This is the time you would lead clients into transformational/transpersonal exercises to uncover the wisdom of the superconscious and subconscious minds

## **Support, Accountability Phase**

1. Ask the client what support would benefit them in reaching the desired outcome, by asking, "What are you going to practice?" If the practice is too big, it will not be sustainable over time. Use somatic techniques to help the client brainstorm small, easy, feel good steps. Each week brainstorm the next small, easy, feel good step.

## **Take Aways**

1. Ask clients what their take aways are. Take aways are new insights, awareness, understanding, and practices. This helps solidify learning. Be sure to keep asking, "Is there anything else?" If there is something else the client learned but didn't verbalize, you may mention it if they don't, but only after they have nothing left to share.