

OUR COACHING *sessions*



So that you know what to expect, here is a short summary of how our coaching sessions will work.:

- We will meet via Zoom, Skype or FaceTime at our scheduled date and time.
- During the session we will focus on the agreed action steps and goals identified in your plan or pre-session/pre-call form. However, if you'd like to explore a different area, please give me 24 hours notice so that I can be best prepared for you.
- During the week you will have taken the time to work on the steps set out in your coaching action plan.
- Each month, we will carry out a reflection exercise when we evaluate progress and review how effective the coaching sessions are for you.

PHONE ETIQUETTE *guidelines*

When our coaching sessions are conducted by phone calls, these guidelines can help to structure how those phone calls should be carried out. As coach and client, we agree to the following:

- Calls are made by the client to the coach
- Call at the scheduled time
- Ensure that there are no distractions and you can be completely present for the call
- Be sincere, genuine and open during the conversation
- Be respectful and listen actively during phone conversation

As coach and client we agree to abide by these phone etiquette guidelines during our coaching calls.

Client's Name _____ Signature _____ Date _____

Coach's Name _____ Signature _____ Date _____