

An extract from a 2-day Coaching Skills Workshop Manual

Managing the structure of coaching sessions

Structuring meetings and coaching sessions effectively can significantly enhance your chances of success – here are some tips.

Stage	Aims	Potential contents to <i>facilitate</i> your coachee to do
Beginning	<ul style="list-style-type: none"> • (Re-)connect • Build relationship • Remind yourselves of improvements you want to make in each persons' behaviours in the session 	<ul style="list-style-type: none"> • Check how things are • Find out coachee's aims for the session and their prioritised time-plan, including what (if any) review they need to do of planned actions from last session • Perhaps state what of the coachee's feedback from last time you are going to try to implement... & ask if they have any other feedback or requests for you as coach (model learning & commitment to change)
Middle	<ul style="list-style-type: none"> • Work on coachee's agenda • Use time effectively • Building understanding & trust further • Supporting and encouraging self-reliance and self-confidence • Helping build/improve realistic plans • Helping learn from the past 	<ul style="list-style-type: none"> • Work through agenda items • Check time usage and get the coachee to re-prioritise as the session continues • Work on reviews, aims and plans – developing coachee's confidence through encouragement, questioning, sharing • Develop goal-clarity and stretch further • Identify and analyse goals, obstacles & potential solutions further • Brainstorm ideas, evaluate options • Develop action plans • Work on skills to develop – e.g. finding role models, practising (role-play), sharing relevant expertise of yours, identify resources to use outside the session
End	<ul style="list-style-type: none"> • Review session aims, learning & unresolved issues • Confirm next session actions • Getting feedback as coach 	<ul style="list-style-type: none"> • Facilitate review & summary – key learning, actions planned, issues for next time • Re-confirm action-points and next meeting details • Asking for feedback for you as coach (KISS or Keep/Change). • Thanks and wish them luck with their action plan!

What do you need to focus on improving

Consider also checking if talking about the medium to long-term career aims would be sensible, even if only as embryonic ideas or possibilities...to help guide current work in useful directions.