

Coaching Process

1 Center Together

Center together in order for the coach and coachee to clear their minds and be present and focused together in the coaching session.

2 Clarify the Focus

Clarify the focus for the coaching session today. This step allows the coachee to describe their need and interest level.

3 Identify the Goal

The coachee can state and the coach can paraphrase the specific goal. Craft the goal to meet SMART criteria (Specific, Measurable, Achievable, Relevant, and Time Bound.)

4 Develop an Action Plan

Develop an action plan to actualize the steps the coachee determines they need to take in order to achieve their goal. Identify the tasks that when achieved will lead to goal achievement.

6 Assess Progress

Assess progress to check in about how the plan is going. This also includes checking in about the helpfulness of the coaching process.

5 Gain Commitment

Gain commitment to get buy-in from the coachee so that they have the desire to follow through with their action plan. Be specific.

