

# Coaching Session Expectations

A successful coaching session has some important elements that we are both responsible for. In order to get the most out of our time, I have included these elements along with each of our responsibilities.

**Time** - To get the most out of our time, it is both of our responsibilities to be on time or reschedule ahead of time. It is my responsibility to pay attention to the time (around 45 minutes) and lead the conversation to a reasonable wrap-up at the end. If you are a talker, good, but if I feel like you are talking around something with no movement, I may interrupt you in order to respect your time and move the conversation forward.

**Agenda** - The quicker we can establish what we want to get accomplished, the more time we have to focus on accomplishing it. It is your responsibility to decide the details of what you want to get out of the session. It is my responsibility to help you set that agenda with pre-session work and asking relevant questions during the session to help you get to something helpful.

1. Schedule using the app and be on time

2. Think ahead of the session ...

*“What is the most important thing I need to talk about?”*

3. Take notes.