

Beginner Coaching Session Template

1. Session setup (5 mins)

Purpose: Create a safe, welcoming, intentional space.

“We’re not fixing—we’re getting curious.”

Ask:

- “What would you like to focus on today?”
- “How will you know this session was useful?”

Tip:

Mirror back what they say. Confirm the goal in *their* words.

2. Explore the topic (10–15 mins)

Purpose: Go beneath the surface. Let them hear themselves think.

Prompts:

- “Tell me more about that.”
- “What’s the real challenge here for you?”
- “What have you tried so far?”
- “What’s at stake if this doesn’t change?”

Coach tip:

Hold space. Silence is thinking. Don’t rush to solution-mode.

3. Gain insight (10 mins)

Purpose: Unlock clarity, shift perspectives, spot patterns.

Ask:

- “What’s the insight you’re having right now?”
- “How does this connect to other parts of your life or work?”
- “If this challenge was trying to teach you something—what might it be?”

Coach tip:

Use metaphors. Visuals. Let them name what's *under* the issue.

4. Action and ownership (5–10 mins)

Purpose: Move from talk to traction.

Ask:

- “What do you want to do with this insight?”
- “What’s one step you could take this week?”
- “What would make that step easier?”
- “What might get in the way—and how will you handle it?”

Coach tip:

Let *them* decide. Avoid rescuing. Growth is in ownership.

5. Close and reflect (5 mins)

Purpose: Land the plane with intention.

Ask:

- “What was most useful in today’s session?”
- “What are you taking away?”
- “What’s one thing you want to be held accountable for?”

Coach tip:

Celebrate wins. Name progress. End on empowerment, not exhaustion.

BONUS: Session Summary (Optional)

Use this format for journaling, reflection, or sending to the client.

- **Today’s focus:**
- **Key insight:**
- **Action step(s):**
- **Support needed:**
- **Session rating (1–10):**

- **What I learned as a coach:**

Tips for new coaches:

- Coaching is 80% listening, 20% asking. That's it.
- Don't aim to sound wise. Aim to be fully present.
- Ask, don't advise. Reflect, don't rescue.
- Trust the process. Growth takes time and space.

Connect with me:

For any questions, reach out: <https://informationartist.github.io/>

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