**Your Strategic Leadership Coaching Sessions – How Do They Work and What Can You Expect?**

This discussion is aimed at assisting you, as one of our coaching clients, to understand what you can expect in each of the coaching sessions we conduct with you.

**Nature of Coaching Sessions**

For the first coaching session, we usually endeavour to achieve four outcomes:

1) a good understanding of each other (coach and coaching client), as an opportunity to develop a foundation of trust

2) a context and focus for future sessions; in particular, an understanding of what will be most helpful for you to achieve as a result of the coaching sessions.

3) some preliminary ideas to assist you with respect to your objectives

4) a preliminary action plan.

With respect to the first objective, your coach will likely tell you a little about their background but this will be limited as the session is really about you. To assist your coaching in understanding your own context and objectives, you may be asked to share one or more of the following:

* Your journey so far (for example, the nature of roles you have had, qualifications gained, other relevant studies and experiences)
* What you see as your strengths; in particular, what you love doing or would love to do
* What you see as your areas of development potential
* Your best experiences; for example, what you have been particularly proud of
* Some of the challenges you have faced and how you feel you have dealt with these
* The key issues, challenges and opportunities you are dealing with right now
* Any goals you may have already set for yourself and how you are going with those
* Any other topics or issues you feel are relevant

It would also be helpful if you are able to bring to the first session any relevant supporting information, such as your resume or bio, your position statement, previous psychometric profiles you might have completed (e.g. MBTI, DISC, 360 degree profiles or the like) or any other items you feel could assist the coach in understanding your background, current situation, aspirations, challenges and/or potential for the future.

In the first session we will also ask you what your objectives are for the coaching sessions. It is very helpful, therefore, if you are able to have a think about your specific objectives before arriving at the first session.

The nature of coaching sessions is not to teach you, advise you or give you opinions, but rather to assist you in thinking through particular situations, issues and opportunities, and to support you in developing options and strategies for yourself.

At the end of each session, you should walk away with a clear sense of one or more things you could do to move towards the achievement of your personal objectives.

Between each session, it’s a good idea to keep notes in a diary or journal about what is happening with respect to your action plan. We suggest you take time out every now and again to reflect on how things seem to be working for you.

Subsequent sessions will typically commence with a review of how you have gone during the period between sessions; in particular, what has worked, what hasn’t worked, what hurdles were encountered, what was learnt and so on. It’s important to arrive at each session with a sense of what you would like to get out of the time you will spend with your coach. It might relate to what’s happened since you last met but it might also relate to the next step in your journey or even an entirely new situation which has become more important to you.

Our goal is to ensure that every session is highly relevant to you. Let your coach know if you feel this is not being achieved for you at any point in time so that the conversation can be redirected to meet your needs.

We will do all we can to ensure you have a sense of confidence to successfully move forward on your own after the final coaching session. If you have any concerns in this regard, please let your coach know so that any additional assistance can be provided.

**Logistics**

Timing is typically one hour per session.

It’s important that you feel comfortable with the setting for face-to-face coaching. Some people prefer an office location, some prefer a café and some prefer an entirely different venue. Please discuss with your coach what you feel will work best for you.

On some occasions, coaching is conducted by Skype or by telephone. This is most often used for remote coaching support but there might be other situations where it is appropriate to conduct the session in this way. For example, every so often a client requests that their follow-up one hour session be divided into two half-hour blocks so the time is more of a check-in on how things are going, with limited coaching dialogue. It’s often convenient to both parties in these circumstances to conduct the conversation by Skype or phone. In any event, it is always the right of the client to determine and/or agree the best way of conducting each session.

**Quality Reviews**

As one of Strategic Leadership’s coaching clients, it’s extremely important to us that you are very happy with the results you achieve from each coaching session. We always have a senior coaching practitioner available for you to contact if there is any matter you would like to discuss outside of your existing coaching arrangement; you will be provided with relevant contact details for this at the outset of your coaching arrangement. This person will also endeavour to contact you during the coaching assignment to check in on how things seem to be going for you.

At the conclusion of the coaching arrangement, we will invite you to complete an evaluation of the coaching to assist us in our internal quality review processes.

**Confidentiality**

All matters discussed between you and your coach are strictly confidential and nothing said by either of you should be passed on in any form to any other person.

During quality reviews, the broad direction of the coaching assignment may be highlighted to Strategic Leadership’s senior coaching practitioner (assigned as a quality review point outside the existing coach arrangement) but any specifics of a confidential nature should not be discussed.

**Further Information**

If you have any questions related to the above discussion, or would like further information on any aspect of your coaching arrangement, please contact the undersigned.

All the very best for your coaching!

**Ken Whitters**

**Principal**

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