

# coaching session checklist

Career Explorer Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Session Guidelines & Suggested Timing	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Closing Meeting
Write the Topic, Issue or Step You've Addressed in the empty boxes at right								
Meeting Dates								
Open With Prayer (2 minutes)								
Ask ?s/Review Highlights/Progress Since Session (5 minutes)								
Review Step/Previous Week Assignment(s) (15 minutes)								
Review New Step and Content/Scripture (10 minutes)								
Complete 1-2 Activities Together (10 minutes)								
Discuss Activities/Give Feedback (8 minutes)								
Assign Material/Next Step (2 minutes)								
Fill in Master Worksheet (2 minutes)								

## Coaching Tips to Remember:

- Complete the above by writing the date of each meeting under the appropriate Step/header at the top of each column.
- The coach's job is to ask open-ended questions, to get the Explorer to reflect on their experiences and own questions.
- LISTEN to the Explorer's reflections; question them to get clarity and depth in their responses. (We have two ears/one mouth.)
- Provide the Explorer a personal story/Biblical illustration at the end of each session to enable application of the discussion.
- Adjust the minutes used in each of the above meeting sections based on the Explorer. Ensure THEY do most of the talking!
- Review the Master Worksheet together to measure the Explorer's progress, plan next-steps and to guide your praying.