Coaching Session Structure

Session Overview:

- Date and Time: August 2, 2023, 3:00 PM
- Duration: 60 minutes
- Location (in-person/online): Online (via Zoom)

Session Objectives:

Specific goals for this session:

- Goal 1: Help the client identify their core values and align them with their career aspirations.
- Goal 2: Assist the client in developing a clear action plan for career advancement.
- Goal 3: Boost the client's self-confidence and overcome limiting beliefs related to career growth.

Desired outcomes:

The client gains a deeper understanding of their values and how they impact their career choices.

The client has a well-defined action plan with measurable steps for career development.

The client feels more confident and motivated to pursue their career goals.

Agenda:

Introduction and Rapport Building

Greet the client warmly and establish a positive coaching environment.

Create a safe space for open communication and trust.

Goal Setting and Clarity

Review the client's previous career goals and achievements.

Identify any challenges or obstacles hindering career progress.

Define specific and realistic career goals for this session.

Exploration and Reflection

Ask open-ended questions to explore the client's core values and how they relate to their career.

Encourage the client to reflect on their past experiences and successes.

Discuss any limiting beliefs or self-doubt that may be holding the client back.

Action Planning

Collaborate with the client to create a step-by-step action plan for career advancement.

Break down the plan into manageable tasks with clear timelines.

Explore potential resources and support systems to aid the client's progress.

Progress Review

Celebrate the client's achievements and progress towards their career goals.

Address any challenges or setbacks encountered during the session.

Provide constructive feedback and encouragement.

Closing and Accountability

Summarize the key insights and action steps discussed during the session.

Confirm the client's commitment to implementing the action plan.

Schedule a follow-up session to track progress and address any new developments.

Closing Remarks

Express confidence in the client's ability to achieve their career aspirations.

Provide additional resources on career development and personal growth.