

## The coaching call structure

Thank you for the opportunity to work with you. In preparation for getting the most out of our coaching calls please keep in mind the following information.

During our coaching call I will be using several methods designed to help you achieve your goal. A primary part of coaching, metaphorically speaking, is to keep the “train on the track while moving full speed ahead.” This means that I will be using several skills during our calls to make sure we stay focused on your goal. This part of coaching can be direct since my responsibility to you is to keep your goal in sharp focus.

You may find at times that I have to “cut to the chase” sort of speak. Other times, in an effort to help you uncover your blind spots, I may use some purposeful seemingly silly exercises. The strategies I use are evidenced based coaching skills and follow the International Coach Federation skills and competencies.

To best prepare for our call, think of what you would like to walk away with from our 30 to 45 minutes together. The kinds of goals that are best suited for coaching are SMART goals (specific, measurable, attainable, realistic and timely) Please see attachment for more information on SMART goals.

If creating SMART goals is a problem for you, don't worry, I can help get you there.

I'm looking forward to talking!