

Dawson Church



ENERGY PSYCHOLOGY CERTIFICATION

---

# 10X YOUR IMPACT

---

YOUR TRANSFORMATIONAL  
COACHING CHECKLIST

Don't miss Dawson Church reveal the core skills you need to be a great coach.

<http://learn.energypsychologycertification.com/2016-video-2/>

---

## Coaching Checklists

The following are three checklists of actions that will help you establish an effective coaching relationship with clients and keep you on track for the work you do together. Using a checklist can take the guesswork out of coaching and keep you from the haphazard approach that often fails to result in a productive session. Use the checklists as a guide to be sure that you take each step before you start your first coaching session, at the beginning of the session, and at the end of the session.

### Coaching Checklist #1: Actions to Take Prior to the First Session

- Clear your mind to focus on your client—be mindful and relaxed
- Review your client's initial assessment—note issues, questions, and points of confusion
- Develop questions to ask your client regarding his/her strengths

### Coaching Checklist #2: Actions to take at the Beginning of the First Session

- Create rapport and trust while:
  - Greeting your client—include thank--you for coming to you as a coach
  - Telling your client briefly about yourself—your education, experience, and areas of special interest
- Explain what a coach is
- Describe the objectives for the session, based on your client's initial assessment, and check with your client to ensure you are in agreement
- Review your client's expectations for your work together, including the vision of what your client hopes to accomplish

### Coaching Checklist #3: Actions to Take at the End of the First Session

- Thank your client for the work he/she did in the session and mention a few specifics you appreciated
- Ask what your client learned and reflect it back to him/her in a summary
- Ask your client if they have any concerns about the session or other feedback
- Clarify your policies on payment, cancellation, and any other important details of your practice
- Schedule the next session