Coaching Success Guidelines

# This document entails the guidelines governing your sessions.

You can share information about your coaching process, your philosophy, what you expect from the client and what the client can expect from you.

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Your Company Name

Date

# Coaching Success Guidelines

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| --- | --- |
| ***Client Name:*** |  |

The Coaching Process

Business coaching can help you to meet the goals that you have for your business when you take the time to develop a solid relationship with the coaching professional. It is the coach’s objective to motivate you and hold you accountable for achieving your goals. From an outside standpoint, a business coach may be able to see areas of concern that you are not able to discern. In that sense, the process raises your awareness of a different way to handle your business entity.

**My Coaching Philosophy**

Explain your individual philosophy here.

**What is Expected of the Client**

The client is expected to attend each session on time and ready to work. They may need to be open to changes in their goals as the coaching process evolves. Coaches are not judgmental but impartial. To that end, coaches will ask the tough questions and expect the tough answers in order for growth to take place both personally and professionally, but only as it pertains to the business. However, clients do maintain the right to decide what topics to cover and to terminate a subject if they don’t want to discuss it further.

What is Expected of the Coach

The coach is expected to listen to the client and their desires and work within that guideline as much as possible. Guidelines will be set down for each session ahead of time so that the client is aware of what behavior will and won’t be tolerated. The goal of each coaching session is to work through setbacks the client may have, clarify goals through exercises and find ways to move forward on goals with the client, i.e. creating action items. The client is expected to hold themselves accountable for what they do and don’t do to make these sessions productive.