

*The coach distributes and reviews this form with the leader at the first meeting.*



## **OPTIMIZING THE COACHING SESSION**

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### **PREPARATION**

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To receive the most value from the coaching session, please come to each session prepared to participate fully within the time constraints of the session. We will bring closure to the each coaching session in the last few minutes by reviewing agreements and goals for the next session.

Completing the Coaching Prep Sheet prior to the call or meeting will increase the value of your coaching dramatically. I have included a suggested format. Emailing, faxing or mailing your Coaching Prep Sheet to me in advance of our meeting will also improve my ability to prepare for our time together and provide us both with an outline to look at during the call.

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### **COACH CONTACT INFORMATION**

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**Coach Name:**

**Phone Numbers:** (o)  
(c)  
(h)

**Fax:**

**Email:**

*You are welcome to leave messages via any source should you wish to share information, action items, or highlights prior to our coaching.*

**Mailing address:**