



# The 5-Step Model for Conducting a Coaching Session

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- 1. Establish Rapport and Set the Agenda:** At the beginning of the session, the coach establishes a positive and trusting relationship with the client. They do this by creating a comfortable and supportive atmosphere, demonstrating active listening, and showing genuine interest in the client's concerns. The coach and client then agree on a specific agenda for the session, outlining the topics and goals to be addressed.
- 2. Explore the Client's Situation and Challenges:** In this step, the coach helps the client explore their current situation, challenges, and barriers. This may involve asking open-ended questions, reflecting on the client's statements, and providing the client with space to express their thoughts and feelings. The goal is to gather information and gain a deeper understanding of the client's perspective.
- 3. Identify Goals and Desired Outcomes:** The coach and client collaboratively define the client's short-term and long-term goals. These goals should be SMART: Specific, Measurable, Achievable, Relevant, and Time-bound. This step involves discussing what success looks like, the potential benefits of achieving these goals, and any obstacles or challenges that may need to be addressed.
- 4. Develop an Action Plan:** Together, the coach and client create a detailed action plan to achieve the identified goals. This plan should include specific steps, resources needed, potential obstacles, and strategies for overcoming those obstacles. The coach may also help the client identify ways to build motivation and stay accountable to their plan.
- 5. Review Progress and Adjust the Plan:** At the end of the session, the coach and client review the progress made towards the goals and discuss any insights or learnings from the session. They may also make adjustments to the action plan if necessary. In subsequent sessions, the coach will continue to support the client, monitor their progress, and help them overcome challenges as they work towards their goals.

It's important to note that coaching sessions can vary in length and frequency, depending on the client's needs and preferences. Also, this Five-Step Model can be adapted to fit different coaching contexts and styles.

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