

Kim
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COACHING



KVC Coaching Preparation, Insights and Action Plan



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Come to our coaching session prepared, with an agenda

We have limited time together and you'll want to have a written list of things for you to share and us to discuss. On this list include things such as:

- Successes and wins
- Problems and how you handled them
- What you're currently working on and how it's going
- Insights, aha's and new awareness which excite you
- Report on action items you have completed
- Particular situations you want to explore
- New skills you want to develop
- Strategies you wish to develop

Having this agenda helps you get what you want from our session!

It will also help our session by emailing your prep form to me the day before so that we can skip over some items quickly leaving more time to discuss more pressing issues.

Enjoy your session

We have to work together, clearly, but feel free to enjoy the session with me. After several sessions you may find that we take time to catch up on those parts of your life that mean a lot to you. You will also find after a while (or sooner) we even laugh a lot during the session – at life, how you've grown, how things happen. Coaching sessions aren't gabfests, but they are enjoyable – for both of us. They need not feel intense or an effort. Please feel free to set the tone of the sessions and I will respect you in this area.

Complete your Action Items

This is not homework like in school. These are actions, tasks, results or changes you are telling yourself and your coach (me) that you will do your best to complete before the next session. You must apply yourself and use these action items to help you achieve your professional and personal goals.

Keep yourself well between our sessions

Coaching can require energy; emotionally, intellectually, spiritually and physically. Given this I want you to take extraordinary care of your well-being while being coached. Only you know what this will involve. The place to start is to develop a list of 3 Daily Habits (or Rituals) which keep you well. This will be one of the things that we can work on in an early session if you request, so have a think about it.

Coaching session prep

Get the most out of your coaching session by preparing for it.

Session Number:

Date:

My greatest wins and things I'm proud of since our last session...

The shifts, growth, insights or breakthroughs I have experienced...

What I didn't get done, but intended to... (what am I "shoulding" on myself about?)

The challenges and issues I am facing now...

The opportunities which are available to me right now...

The one question I hope you don't ask me is...

What I'd most like to address during this session is...

Notes

Thank you



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