



EDUROM
TRAINING & CONSULTANCY



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How to be well-prepared for a productive and insightful discussion with your coach

Prior to the coaching session,
take the time to clarify your objectives
and expectations while maintaining an
open and receptive mindset



I. Clarify the objectives:

identify the specific goal(s) and objective(s) you want to achieve through the coaching session.

What issues or challenges do you want to address?

What outcomes do you hope to see?



2. Communicate Expectations:

share your expectations with the coach in advance.

What do you hope to gain from the coaching session(s)? Discuss your answer with the coach so he/ she can tailor the approach accordingly.



3. Prepare Relevant Information:

gather any relevant data, reports, or documentation related to the issues you want to address.

Having this information on hand can help the coach better understand your challenges.



4. Follow-Up and Accountability:

after the coaching session, establish a plan for follow-up and accountability.

Determine how you will track progress on the action items and goal(s) set during the session.