

Session 1

The first session is all about getting to know the client better and getting the client to like and trust you.

Outcomes for this session:

- To establish rapport with the client
- Define the client's V-A-K modalities (to determine their primary sensory modality)
- To get the client to fully understand and embrace the concept of personal responsibility

Step 1: Meet & Greet

If this is a face to face session, then meet the client at the door and then lead them into your office or to the dedicated room in your home in which you do the coaching.

Let them take a seat and offer them something to drink. It's best to offer them a selection of drinks such as tea, coffee or water.

Sample Script:

Hi [Client Name], how are you? Welcome to your very first session. I'm so excited to get started. Please make yourself comfortable. Would you like something to drink? Perhaps some tea, coffee or water?

If this is a telephone or Skype coaching session, then greet them warmly and congratulate them on choosing to start coaching together and tell them how excited you are to be working together.

You can also make some small talk to help them feel more at ease. But be sure to keep this brief as the client is not here to make small talk but to actually get coached.

Sample Script:

Hi [Client Name], how are you? Welcome to your very first session. I'm so excited to get started. How was your day thus far?

Step 2: Get Session One Notes Ready

Before you get started with the actual coaching, you need to ensure that the client has this coaching session's notes in front of them. (These are the **Coaching Sessions Manual - Client Copy**)

You can hand it to them during an in-person session or email it to them before a session.

Step 3: Set Expectations Up Front

Once the client is at ease, the next step is to set expectations right up front by telling clients that you are going to give 100% to the coaching process and you expect them to play full out as well.

Sample Script:

You've chosen me to be your coach to help you get from where you are to where you want to go. I take this responsibility very seriously. I will be giving 100% to this coaching process and I want you to do the same.

Are you willing to give 100% and play all out with me? Because if you are, together we can achieve some amazing things.

*Good. Now because I want you to really get how serious this is, I want you to turn to your Session One notes and find the **Coaching Commitment Contract** and complete that now.*

Step 4: Identify Their Primary Motivators

Also ask them what's the primary reason for seeking out coaching by asking something like:

"What prompted you to seek out the services of a coach?" or "What do you want to achieve from our time together?"

Write out their primary and secondary motivations in the **Session Notes** For this client.

Step 5: Uncover The Client's Primary Modality

The next step is to take out the **V-A-K worksheet** and explain to the client that you're going to be uncovering their primary modality or the way they take in and process information from the outside world and getting to know them better.

You can say something like

"In this session, we're going to be going through a number of questions together. This will help me to uncover your primary sensory modality so that I can understand how you best take in and process information from the world around you. This is important because once I know this I will know how to present information in a way that you will most readily understand and assimilate.

There's no right or wrong answer. Don't think too deeply. Just give me the first answer that pops into your head.

And relax! This is going to be fun."

Refer to the **Session notes** and ask the client the questions and score the test.

Briefly explain to the client what their modality is and what it means.

Sample Script:

For the visual: *"You are a visual person. That means when you take in information from the environment, your mind turns it into images in order to process it."*

For the auditory: *"You are an auditory person. This means that when you take in information from the environment, your mind turns it into words and sounds in order to process it."*

For the kinesthetic: *"You're a kinesthetic person which means that you take in information from the outside world and then process it based on your feelings."*

If the client is a mixture of different styles, then explain that as well.

Now that you know your client's primary modality, use what you learned in the lesson on building rapport and the lesson on V-A-K modalities to build rapport with the client and to communicate with them in an effective manner.

Step 6: Explain The Concept Of Personal Responsibility

The final step for this first lesson is to explain the concept of personal responsibility to your client.

(This is a fairly long explanation. Become familiar with it so that when you're explaining the concept to the client, it sounds more conversational).

You will find the accompanying slides for this lesson in the Session 1 Resources on your Resources Disc or in the Resources Section of the website. The script for this lesson is found underneath each slide. Once you have gone through the presentation on Responsibility, then you can work through the **Assuming 100% Responsibility For Your Life Worksheet**.

Sample Script:

Let's work through that together now. So for each question I ask, first you're going to answer it out loud and then you're going to write the answer in the space below.

So, I want you to think of a situation in your life that you're not happy about. Write it down in the space below.

*Now let's look at **question one. "What part did you play in creating these circumstances?"** (Let the client answer out loud). Now write your answer in the space provided for question one.*

***Question two is "How are you creating or allowing this to happen?"** It's okay if the answers you come up with are similar to question one. (Let the client answer out loud). Now write your answer in the space provided for question two.*

Question three is “What were the thought patterns and beliefs you had that created this reality?” (let the client answer out loud). Now write your answer in the space provided for question three.

Question four is “What can you do differently next time?” (let the client answer out loud). Now write your answer in the space provided for question four.

Then comes **question five which is to “Identify what you’re doing that’s already working and that you can do more of.”** (let the client answer out loud). Now write your answer in the space provided for question five.

Question six is “What are you doing that’s not working that you need to do less of?” (let the client answer out loud). Now write your answer in the space provided for question six.

Question seven is to “Identify behaviors that you’re not doing at the moment but that might work.” (let the client answer out loud). Now write your answer in the space provided for question seven.

And finally, **question eight is “What warning signs did you ignore?”** (Let the client answer out loud). Now write your answer in the space provided for question eight.

Once the client has completed the entire process, you can ask them

- ✚ Was that an eye-opening process for you?
- ✚ Have you realized that you are 100% responsible for your life? And are you ready to take action? Great, because that’s exactly what we’re going to be doing together in our coaching sessions.

That brings us to the end of your very first coaching session. In the next session, we’re going to work on clarifying your goals and helping you to create the life you really want to live.

Step 7: Set Them Up For The Next Session

Session two is where you help the client to clarify their goals and values. If the client has no clear idea of the goals and outcomes they want from coaching, then do the Ultimate Lifestyle Workshop – Session 2 (Option 2).

If the client has a fairly clear idea of the goal(s) they want to work on during coaching, then you can follow the G.R.O.W. coaching model which is explained in Session 2 (Option 2).

Omit this step if you're using the G.R.O.W. Coaching Model because the entire process will be done during an actual coaching session.

Sample Script:

So I'm going to give you some homework for Session 2. Next week we're going to be doing the Ultimate Lifestyle Workshop which is all about designing YOUR ultimate life.....the life of your dreams.

Now you're going to be doing part of this process on your own in order to save time. Then next week when you come back, we can continue the process together. Okay?

What you're going to be doing is brainstorming goals in the 9 major areas of your life: Spiritual, Health, Physical well-being, growth and learning, personal goals, relationship goals, financial goals, lifestyle goals and finally contribution goals.

Everything is clearly explained on the worksheet but there are some tips I want to share with you as you're completing this process.

These tips are printed at the top of your Ultimate Lifestyle Workshop worksheet so that you can refer to it again if necessary.

The first is to suspend all judgement for what's possible for you and your life. The second is to adopt the mindset of an expectant child who thinks that anything is possible. It's also important to make sure that what you're writing down what you want, not what someone else thinks you should want.

*And finally, don't be overly specific during the brainstorming phase. Just write down short keywords instead. Instead of saying "**I would like a six-bedroom house in Camps***

Bay overlooking the sea, decorated in a contemporary style.” Write down house in Camps Bay instead.

So, your homework assignment is to set aside a minimum of 30 minutes of uninterrupted time this week is to complete this exercise.

So you’re going to get the entire Session 2 notes, but I only want you to complete Step one which is the brainstorming exercise.

In addition to that, there are 3 other tasks you need to complete. The first is to start paying attention to how both you and others assume or fail to assume responsibility for your lives.

The second is to stop complaining for one whole week and to write down any changes you notice in your life.

And finally, start acting “as if” you are 100% responsible for all areas of your life.

There is space in your coaching session notes to write down anything you would like to share with me as a result of implementing these steps.

Do you have any questions? (Answer any questions the client may have).All right, that was a great session and I’ll see you next week. Bye.