**FIRST COACHING SESSION CHECKLIST**

1. Welcome your Coachee to their first session.
2. Explain how the session will be structured today.
3. If the coaching sessions are based on a coaching Programme, make sure that the manager sits with us in their first session, for the first 10 minutes, so they help the coach and the coachee understand the organisational framework for the programme and how the sessions are designed to support their progress, performance, engagement. (Adapt as necessary).
4. Frame and explain the coaching framework and how this is different to mentoring.
5. Introduce yourself and your background.
6. Discuss confidentiality and security (data protection).
7. Ask if the coachee has a specific preference on how to be coached.
8. Explain the coaching relationship contract and the option of termination from either side.
9. Introduce the Performance Wheel in case they are not clear about their outcomes.
10. Talk about their Values and explain the Inner Critic that we all tap into sometimes.
11. Discuss the Coaching Preparation Form with the coachee.
12. Discuss feedback works both ways and check how they feel about receiving and giving feedback.
13. Frame the feedback/evaluation form and that you will ask for them to feedback at the end of each session and fill the evaluation form at the end of the coaching programme.
14. Discuss the coaching contract, and ask them if they have any questions and if they could sign the contract for you.
15. Discuss if applicable the organisational framework with them and how the coaching relationship will be between the coach and the coachee and how you will always have their interest at heart first and then remind them about confidentiality obligations that we have to honor.