

Vocation Coaching Agenda Form

Complete this form before each scheduled coaching session. Address each item in order during the session. The session should last no more than an hour. Complete sections 2 through 4 ahead of time based on what was determined during the last dialogue. Complete the remaining sections during the dialogue. Take excellent notes.

Name:

Date:

1. Schedule Next Session (In Two to Four Weeks).

2. Grade Yourself On Your Progress Towards Your Vocation Agenda.

3. Where Are You At With The Action Items You Identified At Our Session?

4. How Did I Do Helping You With Those Action Items?

5. What Has Changed Since Our Session? Has Your Coaching Agenda Changed?

6. What Are 1 to 3 Action Items You Are Going To Complete Before Our Next Session?

7. What Can I Do To Help You Complete Those Action Items?

8. Write Notes Below And On Back Of Form.

Vocation Coaching Agenda Setting Meeting Questions Form

Use this form as the agenda to for the coaching agenda setting meeting for new clients. Take good notes.

Client Name:

Date of Agenda Setting Meeting:

1. What is your deeply felt sense of purpose/meaning in the work that you do?

2. What do you perceive God is up to in our community?

3. What do you want to see different in your world as a result of your efforts?

4. What some of the most important ways you will bring your purpose/goal/vision into being?

5. This is what I heard as your priorities right now. Have I heard right? List the two or three here based on answers 1 – 4.

6. What one (two or three) next step(s) can you commit to now? List them here.

7. What are your hopes and wishes for that step (or your purpose/aim/project)?

8. Schedule first coaching session two weeks out.

Additional Resources

Personal Best: Top athletes and singers have coaches. Should you? (The New Yorker) –
<http://www.newyorker.com/magazine/2011/10/03/personal-best>

What Can Coaches Do For You? (Harvard Business Review) – <https://hbr.org/2009/01/what-can-coaches-do-for-you>

The 8th Habit: From Effectiveness to Greatness (Stephen R. Covey) –
http://www.amazon.com/8th-Habit-Effectiveness-Greatness/dp/0743287932/ref=sr_1_1?ie=UTF8&qid=1453308256&sr=8-1&keywords=the+8th+habit

StrengthsFinder 2.0 (Gallup) – <https://www.gallupstrengthscenter.com/>

Strengths Based Leadership (Tom Rath, Barry Conchie) –
<http://shop.gallup.com/strengths/1595620257.html>

Destined to Lead: Executive Coaching and Lessons for Leadership Development (K. Wasylyshyn) – http://www.amazon.com/Destined-Lead-Executive-Leadership-Development/dp/1137357762/ref=sr_1_35?ie=UTF8&qid=1453308099&sr=8-35&keywords=executive+coaching