

Prepare for the program

Before session 1 | Begin with the seven assessment questions on pages 1 and 2

Client name

Planned session date

01 Where are you now, and what would you like to change?

Share your current work, study, job search, or transition situation.

02 What would you like your career and leadership role to look like?

Describe your direction for the next 12 months, even if it is still uncertain.

03 What strengths and accomplishments can you build on?

Use examples from employment, school, volunteering, projects, or life responsibilities.

04 What work interests you, and what matters in a good fit?

Think about tasks, purpose, work environment, people, and values.

Build your starting point

Continue preparation for the included 90-minute assessment

05 What feels difficult or is holding you back?

Consider skill gaps, confidence, relationships, clarity, or access to opportunities.

06 Which paths have you considered or tested?

Include what you learned and what remains an assumption.

07 What practical requirements shape your next move?

Include time, income needs, location, schedule, learning resources, and deadlines. Share only what is useful.

Time you can realistically set aside between sessions

Participation or access needs

AI and recording consent status

Confirm notice and consent before recording or AI capture. Use examples from work, school, volunteering, projects, or other responsibilities.

Prepare for each coaching call

Reuse this page before sessions 2 through 6 | Save a separate copy for each session

Client name

Session number

Session date

What did you commit to, and what happened?

What evidence or feedback shows progress?

What got in the way, and what did you learn?

What is the one issue or skill to work on today?

What outcome and upcoming deadline matter for this call?