

Step by Step - First Session

1. Preparation.

- Take time to clear all other things from your mind so that the time is theirs and you have prayed for God to use you in touching their life. Review any information that you may have about their desires, background, medical condition, have the **WORKSHEET** and **CHECKLIST** handy before calling.
- Review key skills of mindfulness, listening, inquiry and reflection, prior to the session

2. Introduction.

- After a friendly greeting, explain your role in coaching, why you are excited about it along with an explanation of what it is and is not. Go over the Coaching Partnership paper but tell them they don't need to sign it but it is valuable for them to make a strong commitment to work together to reach their goals.
- Explain why three months is chosen. If you have sent them an information sheet and or a health evaluation (find in resources) ask if it came and were there any questions regarding the information.
- Assure them of confidentiality over the weeks together. This faithful weekly connection is vital to the success of this ministry.
- Explain what we will do today: Set a vision, three-month goals and the first weeks goals. This may take an hour the first time but much less each week.
- Ask, "before we start do you mind if we pray and ask for Gods help in this important journey?"
- Ask about their lifestyle, experiences with health, family support (make notes).

3. Readiness to Change

- Explore with questions their readiness to change, (Can be: **I won't/can't, I may, I will, or I am**). Keep a scratch pad near to pick up on words -- perhaps to discuss later.

4. Writing a Vision (Dream)

- Explain the importance of creating a wellness vision.
- Work on creating a wellness vision (use the vision tool)
- Discover their long term **vision** with details described fully (see **coaching vision tool**) for guiding **the questions and reflections**.
- "Now that you have a vision written how committed are you to this vision and reaching it.

5. Three Month Goals

- To reach this vision, there will be small goals that will get you there. Lets work on a three-month goal. This is a description of what you want to be doing consistently in three months from now.
- Explain SMART goals
- Discussions of priorities and motivators, obstacles and strategies to overcome obstacles, using the checklist to stay on track. Be thoughtful **see sample open-ended questions, reflective listening**.
- Non judgmental questions on their background that relate to meeting their goals:
- Explore past history of goals, successes and failures to discover strengths that can

apply to current efforts in change. They often need reminding.

- Review medical history from questionnaire to look at for suggestions in their goal setting.... also,
- Look at baseline information on BMI, weight, BP, labs, etc., (if available)
- From a firm vision, they develop the 3 month goals. It helps for them to repeat them, “I will...” (They do more of what they say – than what I say.)
- How confident are they that they can reach these goals in three Months (0-10)

6. Short Term Goals

- To get to that three-month goal we want to break them into small little steps each week or two.
- Which goals are most important for them to begin this week (keep it to 1 or 2 only, even if the 3 month goals had more, you can add others to the weekly goals later)
- They choose/develop goals for first week in nutrition, fitness, spiritual and/or in stress as needed. It is important to help them modify (with permission) to small “doable” steps for quick wins, which develop confidence in moving on.
- If they overlook the spiritual, I ask what their usual spiritual habits are and if they would like to set up a goal.

7. Conclusion

- Confirm willingness/commitment to change on scale of 0-10, affirm them in their strengths or determination.
- Confirm confidence in them to achieve their goals on scale of 0-10
- Close session with review. Give phone # and emails and set up time for call in one week but ok to email or call for help in the meantime.
- “How are you feeling about the plan? Was that helpful? Did I miss anything important to you?”
- If session is by phone send their vision and goals to them by email and keep record of my reactions to the session.
- Schedule subsequent sessions as agreeable - by phone, email or in person. They may need reminding. E-mail them a couple days ahead, thanking them for good session. It is good to ask birthdays or other events to celebrate with them.