



## Module 1: Effective Coaching Skills: Class #4

### Co-Creating the Relationship

#### 1. What is the coach's role?

##### 1.1. What are the things coaches DO with their clients?

- Set appropriate \_\_\_\_\_ and \_\_\_\_\_.
- Let the client determine the \_\_\_\_\_ for the session (*"What is your intention for the session?"*)
- Continually \_\_\_\_\_ to the client on multiple levels.
- Ask \_\_\_\_\_, direct questions.
- Genuinely appreciate, \_\_\_\_\_, and support the client.
- Take the risk to be wrong rather than holding back important \_\_\_\_\_.
- Assist in setting \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_.
- Give \_\_\_\_\_, options, and \_\_\_\_\_ to create awareness and inspire the client to come to their own solutions.
- Make powerful \_\_\_\_\_ to deepen the client's process between sessions.



- Uphold the highest professional standards and \_\_\_\_\_  
\_\_\_\_\_.

## 1.2. What are the things coaches DO NOT do with their clients?

- Diagnose, treat or \_\_\_\_\_.
- \_\_\_\_\_ or take advantage of the client relationship.
- Take responsibility for the client's \_\_\_\_\_, decisions, actions or \_\_\_\_\_.
- Give \_\_\_\_\_.
- Do the client's \_\_\_\_\_ for them.
- Work with a client when the coach's \_\_\_\_\_ says it's not right anymore.
- Get \_\_\_\_\_ in what a client does.
- Coach clients without having the fee in hand unless specific \_\_\_\_\_ were made for pro bono or barter coaching.

## 2. What is the client's role?

- Come to the call with an \_\_\_\_\_ (agenda or topic) for each session.
- Be responsible for their own \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_.



- Tell the truth to the coach. (100% \_\_\_\_\_)
- \_\_\_\_\_
- \_\_\_\_\_ their coaching fees on time.
- Show up open \_\_\_\_\_, \_\_\_\_\_ and energetically to sessions.

### 3. True-me® Coaching vs other services

#### 3.1. True-me® Coaching Vs. Consulting

- Consultants advise their clients about how to \_\_\_\_\_
- True-me® Coaches guide their clients to their own \_\_\_\_\_.
- True-me® Coaches are focused on \_\_\_\_\_.
- True-me® Coaches are \_\_\_\_\_ on people.
- True-me® Coaches are hired to \_\_\_\_\_ the client as \_\_\_\_\_ achieve a certain \_\_\_\_\_.



### 3.2. True-me® Coaching Vs. Therapy

- Therapists work with clients that need professional help to work towards \_\_\_\_\_ or \_\_\_\_\_.
- True-me® Coaches work with clients who want a detached partner to help them \_\_\_\_\_ and \_\_\_\_\_ their lives.
- Therapists are experts in medical and \_\_\_\_\_ sciences trained to \_\_\_\_\_ diagnosable conditions.
- True-me® Coaches see their clients' brilliance, strengths and areas in need of improvement and are trained to \_\_\_\_\_ their clients as they \_\_\_\_\_ a certain desired outcome.
- Therapists are required to keep their personal \_\_\_\_\_ and \_\_\_\_\_ removed.
- True-me® Coaches use \_\_\_\_\_ disclosure as a tool to help and challenge their clients.

### 4. When a client should be referred to a therapist:

- The client is highly \_\_\_\_\_ or needy in most sessions.
- The client seems to continually be in "crisis mode" and is VERY \_\_\_\_\_ or \_\_\_\_\_.



- The client continually does not take \_\_\_\_\_ for their own feelings, decisions, and actions and instead blames them on others.
- You get a feeling that you are out of \_\_\_\_\_, or that you are out of your league in coaching this client.
- The client is continually \_\_\_\_\_ and cannot move \_\_\_\_\_.
- The client continually refers to a \_\_\_\_\_ event or abuse in the past.
- The client is clearly focusing on the \_\_\_\_\_ and finds it difficult to respond to the present, or plan for the future.
- You find out that the client has \_\_\_\_\_ behaviors that continually sabotage their efforts.

## 5. Indications that a client is not the best fit for you:

- The client is telling you what you want to hear instead of the \_\_\_\_\_.
- You find it \_\_\_\_\_ to coach this client.
- You find out that the client is doing something \_\_\_\_\_.
- You can no longer be \_\_\_\_\_ and find you are attached to certain outcomes, therefore holding your own agenda rather than the client's.
- You have \_\_\_\_\_ or romantic feelings for the client



## 6. Areas where you may need to correct the client:

- The client is not paying his or her \_\_\_\_\_ on time.
- The client continually expects you to have the \_\_\_\_\_.
- The client does not bring a real, current \_\_\_\_\_ or topic to the sessions.
- The client is not \_\_\_\_\_ in your work together – does not seem to take responsibility.

## 7. The most common ways you might fall out of integrity with your clients:

- Trying to \_\_\_\_\_ your client.
- \_\_\_\_\_ what you are offering or making promises to a client.
- Taking the client's \_\_\_\_\_ away from him/her.
- Enrolling or continuing a coaching relationship with a client that's not \_\_\_\_\_ for you.
- Not walking your \_\_\_\_\_.
- Not respecting the client's \_\_\_\_\_.
- \_\_\_\_\_ about credentials.
- Creating \_\_\_\_\_ of interest with clients, such as having simultaneous financial, professional or sexual relationships.



- Avoiding discussions and resolutions of the client's issues, such as \_\_\_\_\_ disputes, session scheduling, or dissatisfaction with your services.
- Not setting or \_\_\_\_\_ boundaries with coaching colleagues, taking credit for ideas that are not yours, or continually giving away your expertise without a fee.

#### THE TASK OF THE WEEK

1. Determine the policies and procedures you want to \_\_\_\_\_ in your business. Remember, you are running a business.
2. Use a coaching agreement that is in \_\_\_\_\_ with your expectations for a coach and a client (see example in forms section).