

## Sample Group Coaching Session Framework for a 60 minute Phone-Based Group

Clock	Est. Time	Topic	Notes
:45	10 mins.	Be ready and prepared for session.	Do a 10 minute centering exercise.
:55	5 mins.	Call in 5 minutes early.	Have attendee list, session notes and timer out on desk.
:00	3 mins.	Welcome participants. Start session at 3 minutes after the hour.	Inform participants of the official start time. For example, 3 minutes after the hour.
:03	12 mins.	Check-In or Opening Activity	Check-ins, Wins and Successes, What's Working and What's Not, Report on Action Commitments
:15	20 mins.	Session Focus/Theme and Discussion	Share information or content related to the theme or focus of the session. This can be content you create, external resources, powerful coaching questions that relate to the theme, etc. Then facilitate discussion on the topic.
:35	15 mins.	Hot Seat Coaching	Provide individual coaching to some of the participants. Hot seat coaching can be emailed in advance or requested during the check-in. You can ask for volunteers right then or even call on specific people.
:50	5 mins.	Action Commitments	Write down what each person is committing to.
:55	5 mins.	Take-Aways Reminder of next session details.	"What did you find most valuable from this session?"