

Coaching Session Expectations

Dear [Coachee's Name],

As we prepare for our upcoming coaching session, I wanted to outline some expectations to ensure we make the most of our time together:

1. Open Communication

I encourage you to share your thoughts and feelings openly. This session is a safe space for dialogue.

2. Set Clear Goals

Please come prepared with specific goals you would like to achieve during our session.

3. Commitment to Action

Be ready to discuss actionable steps that you can take following our coaching session.

4. Feedback

Your feedback is important. Please share what is working for you and what isn't.

Looking forward to our session!

Best regards,
[Your Name]
[Your Position]