

## 15-Minute Coaching Call

Sometimes it's easier to introduce the check-in practice by using questions that focus more on the meeting content.

- What is one thing you hope to accomplish in this meeting today?
- What questions do you think need to be addressed in this meeting?
- What did you find helpful from our last meeting that you would like to continue doing today?

Agenda	Time
<b>Identify the specific issue for the session.</b> <ul style="list-style-type: none"> <li>• What is the issue/goal you would like to focus on today?</li> </ul>	2 Minutes
<b>Set the goal or outcome for the session.</b>	1 Minute
<b>Coach the Board Member</b>	7 Minutes
<b>Identify and commit to action</b> <ul style="list-style-type: none"> <li>• Board Member chooses action to commit to.</li> </ul>	1 Minute
<b>Key Outcomes</b> <ul style="list-style-type: none"> <li>• What are your take-aways from this session?</li> <li>• What new awareness or learning happened today?</li> <li>• How will this support you going forward?</li> </ul>	2 Minutes
<b>Accountability</b> <ul style="list-style-type: none"> <li>• Last month I said I would do...</li> <li>• This is what I did...</li> <li>• Today I learned...</li> <li>• By next month, I will...</li> </ul>	2 Minutes