

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