

Coach & Grow R.I.C.H.[™]

rewarded inspired confident happy

Sample First Session Script and Outline

Welcome

Welcome to <name of your group coaching program>. My name is <your name> and I am so honored and excited to be here with you.

I congratulate and acknowledge you for taking this step and dedicating yourself to <what the coaching group is about>. The very fact that you have enrolled in this program demonstrates your commitment to yourself and your success.

Although I may not know you yet... <Share something positive that you see in your target market. Here's an example of what I share at the start of my groups when I'm working with coaches: "I have a strong feeling that you were put on the earth to be a coach, that coaching is part of your life purpose. When coaching is your calling, there are people out there who only you can coach. People who are "waiting" for you to reach out to them. My job is to show you how to find them.">

What Will Happen In First Session

Let me share what we are going to do in our session today:

1. Overview of program
2. Program logistics and ground rules
3. Getting to know each other / Introductions
4. Training, discussion and coaching on first topic.
5. Assignment and Action Items
6. Q&A/Wrap-Up

How does that sound? Any questions so far?

Overview of Program and Results/Benefits:

Give an overview of what the group program is about and the results and benefits that are possible by participating in the group. Depending on the duration of the group and the amount of content/topics being covered this part of the first session can either be quite brief or longer and more comprehensive.

Here's a brief example, "I'm so excited to serve as your personal guide as you walk through the proven, step-by-step Coach & Grow R.I.C.H. business-building system. Together we will identify who your ideal clients are, where to find them, how to attract them and then how to enroll them into wonderful, well-paying clients."

Program Logistics and Ground Rules

One of the big benefits of participating in a group like this is making connections, getting to know other people in your industry and creating a sense of community. That's one of my goals for this program. It's also important that we have agreements and a safe space. So I'd like to go over a few ground rules.

1. Confidentiality – In this program people will be sharing personal and business information. Do you agree to keep confidential anything that other participants share? If so please say yes. If no please say no.
2. Treat Other Participants with Respect and Kindness. Nobody is wrong. No judgement. Everyone is in a different and unique place and wherever they are is perfect for them.
3. Concise Communication – When you are speaking and participating, please share in a laser-like fashion and focus on sharing in a way that furthers the learning. Not only will this make our group calls more enjoyable and effective, developing laser communication skills is critical for business maximizing your business success.
4. Participant Roster – I believe in building community and connection. I know people often make connections in programs like this, so I want to make it easy for you to reach out to each other. I'd like to make the course roster available. It will include your name, city, state, country, email address. If there is anyone who doesn't want their contact information included on the participant roster please email me directly and we'll take care of that for you.
5. Accountability Partners – If you want to buddy up and enjoy added support by having an accountability partner from this group when we do introductions you can share that you want to find someone and if you have any particular requests.

Introductions

Explain why we do introductions:

- to get to know each other
- to create a supportive community
- to start seeing the resources potentially available within the group.
- to learn about each other for choosing an accountability partner/forming mastermind groups.

Explain the items to address in their introduction and how much time is allocated per person. Suggest that they write down the X number of items that you want them to share during the introduction so when it is their turn they know what to say. Also suggest that they take notes during the introductions in order to get to know the people in the group. Depending on how many people you have and how much time is allotted you may want to use a timer to help stay on track.

“So let’s do introductions. Here are the 5 things I’d like you to share. Please write these down and then I’ll go first and model how we’ll do the introductions.”

1. Name
2. Where you live
3. 1 minute overview about <whatever the group is about, ie: your business, your career path, your current eating and fitness routine, your family, etc.>
4. If your participation in this group enabled you to achieve the best possible outcome, what would you see for yourself?
5. Something personal/interesting/unique about yourself.

If you go first to model, for question #4 you can say something like, “as the coach of this group my goal is to support you in achieving whatever your best possible outcome is. For example, you might go for XYZ. Big outcomes are achievable through coaching and participating in a group like this for example <share client success story>.”

Training/Discussion/Coaching on First Topic

What you do here will be based on how your group is designed and the amount of content you are delivering. Regardless, you want to make sure that in this first session you get into some of the “meat” of your program.

So if you are going through content, spend time teaching and training on the first topic.

If you are not using a lot of content, be sure to have something to focus on (ie: a topic, key point, exercise, powerful coaching question) in the first session.

Assignments/Action Items

Review their assignments or action items. Depending on your group design, you might either give specific homework assignments or you can have each participant determine what they want to choose as their action items.

To increase action-taking and accountability, have each participant verbally share their action commitments. As the coach, write down what each person is committing to and then check-in on those action commitments in the next session.

Q&A/Wrap-Up/Bye-Bye

Allow some space at the end of the session for Questions & Answers and then ask the Wrap-Up Question: “What was most valuable for you today?”

“So to wrap-up today’s session, let’s go around the room and hear from each person what has been most valuable for you from our session today?”

Why don’t you take a minute right now and write down what was most valuable for you.

I’m going to go down my list and call on each person. Ann would you start us off? What was most valuable for you during our first session of <group name>?”

Call on each person and provide commentary as applicable and time allows.

“Thanks so much to each and everyone of you for participating and bringing such great energy to our first session. I’m so excited about working with you and helping you <whatever the group is about>. We are going to have a great time together and really kick some butt! Have a great week and see you next XXXday at XXXtime.”

Sample First Session Outline

Clock	Est. Time	Topic	Notes
:45	10 mins.	Be ready and prepared for session.	Do a 10 minute centering exercise
:55	5 mins.	Arrive 5 minutes early	Have attendee list, session notes and timer out on desk.
:00	3 mins.	Greet participants. Start session at 3 minutes after the hour.	Balance greeting new arrivals with having casual conversation with participants on the call. Asking about the weather is a safe and easy starter topic.
:03	2 mins.	Officially start call. Welcome, Congratulate and Acknowledge	Make them feel good and that they made the right decision to participate.
:05	10 mins.	Program Overview and Benefits / Results that are possible by participating.	Give an overview of the group coaching program. Share what they will learn/get from the program and the results and benefits that are possible. Share client success stories if possible/applicable.
:15	2 min.	How today's session will go.	Explain that the first session is different than subsequent sessions. Tell them what to expect today.
:17	5 mins.	Ground Rules, Guidelines and Logistics	Get everyone's agreement to the ground rules. Allow space for questions and comments.
:22	20 mins.	Introductions	Tell them what to share and introduce yourself first using the model.
:42	15 mins	Content / Topic	Plan this so you can provide maximum value in limited time.
:57	3 mins	Take-Aways	Action Commitments and what was most valuable.