



# Motoring Forward Coaching

## Driver's Manual

I'm excited to be your coach and navigator!

We are equals and both have an active role. I am not a therapist or counselor. I am a trained coach using communication skills to support you as a partner. Together we create more power for you to take dynamic actions towards your goals.

### Your Role

Please take time before each session to complete any driving instructions you were provided in the last session.

Each week, have a clear vision of where you'd like us to travel. What you'd like to take away from the session.

Be ready to drive. Come to your session centered and ready to engage.

### My Role

I will listen closely to you and respond to what I hear and ask questions. If I hear something in your voice or language that sparks an intuitive thought, I'm likely to ask you about it. If I'm not on target, just tell me.

At the end of the session, if you do not mention what actions you are ready to take, I may give you driving instructions for the following week. I ask clients to stretch themselves, deepen the work done in the sessions by writing, taking some action, resolving relationships or things that feel incomplete. You are free to negotiate, accept or decline.

### Extra Time

Between sessions, if you have questions, a brief update, or want to bounce some ideas around, please contact me by email at [paul@motoringforwardcoaching.com](mailto:paul@motoringforwardcoaching.com). If it seems like it will be better served as session material, I'll suggest that.

### Session Procedures

Below you will find a template for submitting your session preparation questions. Please send your reply in an email to [paul@motoringforwardcoaching.com](mailto:paul@motoringforwardcoaching.com) at least 24-hours before each session.

If we're not meeting in person, then please provide me with a US or Canadian phone number and I will call you. While I make every effort to leave time between sessions, there is the possibility that one before yours runs long. Please give me a 5-minute grace period.

### Schedule Changes/Vacation/Business Trips

We will choose a regular time for our sessions. This will be your time slot. If something must change temporarily or permanently, I will be happy to work that out with you.

Please give our time together high priority and arrange your schedule to honor our



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agreed upon time. If you must reschedule our trip, I ask you to give me 24 hours notice. In any case, let me know as soon as you are able. No call/no shows will be deducted from your bank of hours. If you have vacation or business trips that will conflict with our sessions, please let me know as soon as possible and we will discuss when to reschedule. I will do the same with you.

I'm looking forward to our trip!

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## **Session Prep Questions**

To get the most out of each coaching session, take a moment to consider how you want to use your time with me in our next session. Please email your answers to these Session Prep Questions to me no later than 24-hours prior to each session.

Alternatively, you can complete this form online at:

<https://motoringforward.wufoo.com/forms/session-prep-questions/>

What is your agenda for today's session? What would you like to take away from our session?

What feelings, breakthroughs, insights or changes in belief have you had since our last session? What would you like to celebrate?

What are the biggest personal or professional concerns you are facing right now?

What have you accomplished since the last call?

What action are you ready to take now?

Is there any feedback you would like to give me?