Personal Productivity Track

P2: OPEN DISCUSSION SESSION

SESSION OUTCOMES

- The client will define their pressing issue. Topics for the Open Discussion coaching sessions are client–driven.
- The client, in collaboration with MCODE practitioner, will design a helpful response to this challenge.

SESSION PREPARATION

- Assign week to week based on client's desire/need.

COMMUNICATION

One week ahead of the appointment send an email message similar to this to your client:

Greetings ________,

I'm looking forward to connecting again with you in our upcoming coaching session. Our next coaching session is scheduled on ______ at ______ [via Zoom (the link is here) or face to face at (address).

In our last session together we explored _______, and in response you committed to ________. We'll begin our next session – before diving into our main topic – with you sharing some of how this commitment is playing out. I look forward to hearing of your progress and any questions you have or challenges you've faced.

Our focus for the upcoming session will be "Open Discussion" around an issue that presents a pressing concern for you.

To gain the most from the next session also suggest you work through the following preparations:
Review any notes you took from our past sessions.
Review your "trigger–process–outcome" motivational flow. This is going to be a key we will return to again and again in the weeks ahead.
Identify ONE present challenge that inhibits you and express the essence of that challenge in 5 sentences.

I look forward to our time together.

Sincerely,

____

Certified MCODE Practitioner

SESSION OUTLINE

Meet + Greet [3 minutes]:
Practitioner Note: Come with something personal to share with your client (no more than 30 seconds of this 3 minute block). Then ask them to share, and follow up with at least one probing question.

Transition / Accountability [2 minutes]: "Our last session together wrapped up _____________ , and we discussed _________. In response you committed to _______. How is this commitment playing out?" [Client responds].

Practitioner Note: For each coaching session – whether it is a scripted format or an open discussion format – keep the F.L.O.W. coaching model front and center in your mind. Make running notes through the session and keep track of where you are in the model and particularly when you transition from one segment to another. Make note of specifically where in the F.L.O.W. pattern you are seeing the energy and the "aha" moments. These will be key insights when you guide the client to potential action items at the the "W.ork It" segment of the F.L.O.W. model. Also, keep close tabs on the clock. It's the coach's responsibility to strike the healthy balance between following the improvisation of the session WITHIN the bounds of time and topic. This takes practice, and watching the clock is vital.

Transition / Preview [1 Minute]: Today we are moving into an open discussion, and in a moment I'm going to ask you to share an issue you'd like to tackle.

Consultative Coaching Conversation and F.L.O.W. Response [45 minutes]:

Practitioner Note: In this section you will guide your client through the F.L.O.W. (F.ind Out, L.earn About, O.wn, W.ork It) process to surface one pressing challenge. Your goal is to help surface the client's F.L.O.W. (F.ind Out, L.earn About, O.wn It, W.ork It) for this challenge.

F.ind Out: What current challenge is inhibiting you?

L.earn About: "Consider your achievement stories and the motivation flow embedded in them. How might recalling your recurring pattern of trigger–process–outcome" help you design a helpful response?

O.wn: "Is there a 'shadow side' tendency in your motivation flow that sheds light on why you are struggling to meet this responsibility with excellence? In light of this, articulate a need for personal growth?

W.ork it: "Given what you have learned about your motivation flow and your shadow side tendencies, what one or two adjustments could you make and/or what skill could you develop to upgrade your productivity in this sphere? Is this your commitment?"

Wrap [5 Minutes]:

- Ask the client: “What was most helpful from our session today?”
- Provide a succinct, reflective, encouraging summary of what you heard from the session.

FOLLOW UP: The day after Session P2 send your client an email:

- Recapping insights and commitments.
- Affirming the schedule for the next session.
- Asking them to keep track of progress and challenges as they implement principles day to day.

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