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## Coaching Process Timeline

This section outlines the timelines of processes set forth for the Coach, the Client, and the **AQ Adaptive Intelligence** Company.

### **ADAPTIVE Coaching Process Timeline:**

#### **Day 1** (In Person or Online)

- Client expresses interest & signs up for ADAPTIVE Coaching session
- Coach sends Prep-Questions to Client

#### **Day 2** (Client Homework)

- Client sends answers to Prep-Questions

#### **Day 3** (In Person or Online)

- 1 Hour ADAPTIVE Coaching Sample Session
  - 45 min - Coaching
  - 15 min – Conversation about continuing Coaching
- Client agrees to continue with coaching
- Mention Welcome Letter, Contract, and Intake Forms

#### **Day 5** (In Person or Online)

- Coach sends Client Intake Forms
  - Welcome Letter
  - Intake Questionnaire
  - Formal Agreement

#### **Day 6** (Client Homework)

- Client sends coach completed Intake Forms & signed Formal Agreement
- Mention Assessments (Wheel of Life, 16 Personalities, DISC, etc)

#### **Day 7** (In Person or Online)

- Coach sends Client coaching session Prep Forms & Assessments
- Mention Intake Session

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**Day 8** (In Person or Online)

- Client brings in Assessments (Wheel of Life, 16 Personalities, DISC, etc)
- 90-min Assessments Session
- Discussion of Client's current situation and goals
- Coaching Session Prep Forms discussed

**Day 9** (In Person or Online)

- 90-min Goals session
- Debrief Remaining Forms or Questionnaires
- Set long-term goals
- Create Milestones
  - 5 years
  - 2 years
  - 1 year
  - 6 months
  - 3 months
  - 1 month
  - 1 week
- Coaching on one of the stated goals
- Leave with an action item
- Ask for feedback on coaching
- On-going weekly coaching
- Client sends answers to coaching call prep questions
- Debriefing & Resource homework
- Coaching on Goals
- Ask for feedback at the end of the first couple of sessions

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**Mid-Point Reflection** (Month 3 or 6)

- Reflection Point Questionnaire (Feedback Survey)
- Debrief Reflection Point Questionnaire with Client
- Celebrate accomplishments and growth
- What is next for your growth and development?
- Set goals for the next 3 months
- Continue on-going weekly sessions

**Completion Forms** (Month 6 or 12)

- Send Client Completion Questionnaire
- Completion Session
- Celebrate achievements and growth
- Hold space for goals not accomplished
- What are you taking away from our coaching?
- Referrals: Who else in your life do you think would benefit from the process you just went through?