

**YES** **NO**



**Content organized into modules, steps, or curriculum**

Training videos, audios, or written content your clients should receive during the program to help them solve the problem, achieve the goal, or learn the skill your program promised.



**Weekly homework assignments or worksheets**

Implementation tools or exercises your clients need to apply what they're learning and come prepared for the live coaching calls.



**A way to deliver your weekly content**

A platform or emailing system to schedule the content delivery of your training modules, to individual clients or all group members.



**Live coaching call schedule**

A schedule of the upcoming coaching calls in place so your clients can plan to attend the live calls and actively participate in the program.



**Coaching call email reminders**

A calendar or emailing system to send live call reminders so that your individual clients or group members don't miss the coaching calls.

**YES NO**



## **Agenda or structure of your coaching calls**

 

A plan for each of your coaching calls to ensure that clients receive value from attending the live calls and the support they need to move forward in the program.

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## **Video or audio conference line for live calls**

 

A platform that allows you to lead your coaching calls, e.g. Zoom, GoToMeeting, AudioAcrobat, etc.

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## **A place to publish and share coaching call recordings**

 

A space or page online where clients can download or watch the replays of the calls they might miss, or simply want to access them at a later time.

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## **A page with all the program details (welcome, rules, links, schedule)**

 

A document or webpage that all clients can access at any time during the program to get the schedule of live calls, additional resources, or to get support.

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**YES NO**



**A way for you to communicate with your clients and give feedback**

 

An email or communication system that allows you to create conversations and provide feedback on homework assignments, which can be accessed during or after the program by individual clients or group members.



**A place for clients to communicate with each other (for groups)**

 

A communication system or space where group members can provide feedback and encouragement for each other during the program.



**A way to engage and motivate your clients to take action**

 

Tools or strategies that allow you to increase implementation and serve as an incentive to take action and get results from the program.



**A way to reward and celebrate your clients' achievements and growth**

 

A strategy in place to make your clients feel special when they reach different milestones during and at the end of the program.

YES NO



**A way to monitor how your clients are doing in the program**

 

A tool or system that allows you to check in with your clients between the live coaching calls, especially with the introverted clients who tend to stay quiet during live calls, and track their progress.



**A way to give clients access to the program materials after it ends**

 

A platform or website your clients can log in to after the coaching program is over to revisit the materials, coaching call replays, and your feedback on their homework.

Add up the number of **"Yes"** statements and write your answer below

**Total Score:** \_\_\_\_\_ out of 15