



## Top twelve tips for clients to have successful online coaching

To help you have a productive and conducive coaching sessions, please follow the tips below:

1. **Devices** – You need to have the correct equipment, i.e., a computer, laptop, smartphone or tablet with a camera and microphone.
2. **Internet** – You need to check that you have appropriate internet connection. Without this we will have difficulty providing the online coaching service.
3. **Privacy** – Coaching is a confidential one-to-one process; please ensure that you maintain the integrity of the process and that you are on your own for sessions.
4. **Screen display** – You need to be clearly visible from your device, and it is recommended that we are at eye level to our cameras.
5. **Turn off distractions** – I request that any other devices are switched to silent mode whilst conducting the session so that there are no distractions to allow you to fully concentrate and focus on the session.
6. **Comfort** – Coaching can get intense and so it is important from the outset that you are comfortable and relaxed. I recommend checking seating, room temperature and available refreshments beforehand.
7. **Paperwork** – If you need any paperwork or a pen and paper for the session, I recommend that this is with you at the start of the meeting, so you do not need to break off and disrupt the flow of the session at any point.
8. **Dress code** – There is no dress code for coaching as it is an informal process. However, I recommend dressing in a way that is appropriate and respectful.
9. **Timings** – Sessions are booked for 60 minutes but it is a good idea that you allow some extra time (5-10 minutes) in case it overruns. I also recommend that you are at your device and ready to start the session at least 5- 10 minutes beforehand in case of any technical difficulties.
10. **Communication is key** – To allow for effective and transformative coaching sessions, I hold a safe, non-judgemental virtual space for you to be coached. It can be more difficult to pick up on social and non-verbal cues online and there is a possibility that there may be a slight time

delay, so I recommend allowing for pauses between dialogue to avoid the risk of either of us speaking over each other, which will hinder progress.

11. **Breath Work & Meditation** – It is good practice to calm any emotional tension and nerves in between and before coaching sessions. I recommend some gentle breathing and meditation exercises as explained in the links below.

<https://www.nhs.uk/mental-health/self-help/guides-tools-and-activities/breathing-exercises-for-stress/>

<https://www.headspace.com/meditation-101/what-is-meditation>

12. **Exercise** – Any form of regular physical activity will help your emotional and psychological well-being and thus help clear your mind and give you the right head space for productive coaching sessions. You can take a walk, do the gardening, cycle, swim, play a sport, do an aerobics workout, practice yoga, dance – the list is endless! Do a regular activity that brings you joy and some form of physical movement to increase endorphins.

The word “endorphins” comes from putting together the words “endogenous,” meaning from within the body, and “morphine,” which is an opiate pain reliever. Endorphins got their name because they are natural pain relievers. Since endorphins act on the opiate receptors in our brains, they reduce pain and boost pleasure, resulting in a feeling of well-being and good vibrations.

This is a holistic coaching practice and I encourage all coachees to take care of their mind, body, spirit, and soul by practicing self-care and love. It may seem alien at first as we are not taught to practice this in western societies.

We are always beating ourselves up for our short-comings and mistakes, when in fact we should show compassion and kindness both to ourselves and others. We should come from a place of love, understanding and acceptance. Not from a place of anger, fear, and denial.

I know this is not easy when going through a painful separation and/or divorce. I feel your anguish and pain. I have walked in your shoes; I understand this journey.

It takes a lot of determination, clear intention, internal work, re-wiring, personal development, growth and digging deep to find your own answers and solutions to existing challenges in your life.

If you are willing to put in the hard work and effort, (with my help and support) take constant and persistent action/steps in the right direction, you will achieve positive transformations and shifts in your life.