

CHECKLIST AT EVERY CLIENT SESSION

1. Did you arrive early and prepared and in professional attire? Did you remind/check in with your client beforehand?

(is the outside area of the facility clean, swept and looking professional)

2. Did you welcome and greet client by name?
3. Were you completely present? Empathetic? Appreciative?
4. Did you verbalize "permission to touch" if applicable?
5. Did you listen actively when spoken to and did you respond in a respectful way?
6. Did you paraphrase and repeat the client's wording to show you heard them and understand them?
7. Did you ask open ended questions that helped the client respond?
8. Is your session approach inclusive?
9. Did you give feedback? Ask how the exercises were going?
Provide adaption if needed?
10. Did you acknowledge the progress/ do a follow up, thank them for their time and quickly review what you did?