

Environmental Readiness Checklist

Item	Description	Status (✓)	Status (X)
Sensory Environment	Room is free from strong stimuli (noise, flickering lights, strong smells).		
Seating Arrangement	Arranged to support eye-contact comfort (e.g., diagonal rather than direct frontal).		
Caregiver Protocol	The coachee has chosen their preference (Individual PFI vs. Joint Session) and consent for a separate caregiver follow-up is documented.		
Pre-session Info	Easy-Read list of questions and visual agenda sent to the coachee in advance.		
Visual Supports	Printed agenda and key terms are available on the desk for the coachee.		
Communication Mode	Coach has confirmed and prepared for the coachee's preferred communication style.		
GDPR & Consent	Consent form is signed and stored according to data protection regulations.		