

Coaching Conversation Preparation Sheet

Meeting with _____ Date _____

Manager Preparation – The goal is to be able to “✓ the for each of these items below:

- Positive frame of mind
- Ready to focus on employee
- Be present mentally, emotionally, and physically
- Listen (paraphrase, check perceptions, meeting/environment is favorable for conversation)
- Curious and ask open ended questions
- Awareness of body language, tone of voice, words, and utterances
- Awareness of “Ladder of Inference”
- Set electronics to off/turned to vibrate, and set to the side

I am curious about (list topics, possible open ended questions to use):

What personal preferences and biases do I need to be aware of that may impact the conversation?

The intent is not to utilize every question, but to use the question or set of questions that would produce the most insight and learning for the staff member at that moment.

Coaching Conversation Preparation Sheet

Many managers find the **GROWTH** model helpful in providing structure to their conversations with staff members. The acronym represents the coaching process and these steps help staff get from where they are to where they want to be. And, signifies the overall objective of coaching: G-R-O-W-T-H

			Powerful Questions	Notes
G	Goal	The mutually agreed upon desired end state or outcome that is to be achieved.		
R	Reality	The current state of affairs. What is occurring that is relevant to understanding this situation ... what is creating this situation and what is maintaining it?		
O	Options	The alternatives that exist for achieving the goal.		
W	Way Forward	The mutually agreed upon pathway as well as any additional resources and supports needed along the way.		
T	Track Progress	The planned and thoughtful monitoring of progress and provision of feedback and support by the coach at specified check-in times.		
H	Honor Accomplishments	The celebrating of successes along the way		

Coaching Conversation Preparation Sheet - Powerful Questions Resource

The intent is not to utilize every question, but to use the question or set of questions that would produce the most insight and learning for the coachee at that moment.

<u>Goal</u>	<u>Reality</u>	<u>Options</u>
<ol style="list-style-type: none"> 1. What would you like to focus on today? What would you like to accomplish in our time together? 2. What would you like to leave here with today? A plan, strategy, solution? 3. What must you accomplish in the next 12 months? 4. How can you word that goal more specifically? 5. How can you measure that goal? How will we know you have improved in this area? 6. How can you break down that goal into bite-sized pieces? 7. What's important to you at the moment? 8. What are you working on at the moment? 9. What challenges are you struggling with at the moment? 10. If you could wave a magic wand, how would things be different? 11. What's your ideal future? 12. What would ultimate success look like to you? 13. How important is it to you to improve in this area? 14. How would you feel if you were fully competent in [X] area? 15. What would improving ___ skills look like to you? What would you be doing differently? 16. What motivates you? 17. What problem are we trying to solve? 	<ol style="list-style-type: none"> 1. On a scale of 1-10, how would you rate where you are today? Why? 2. What's working well for you at the moment? 3. What isn't working well at the moment? 4. Why do you think this is happening? What assumptions could you be making here? 5. What is another way to look at this situation ... what else could be possible/true? 6. When/how often does this happen? 7. How do you feel when this happens? 8. What are the implications of this situation? The impact? The ramifications? 9. How does doing/not doing this goal impact others? 10. What's the excuse that you have always used for not achieving your goals? 11. What aspects of your life will be impacted by reaching the above goal? 12. What are the obstacles as you see them? What is the biggest obstacle to overcome? 13. What are you afraid of? 14. What are you passionate about? 15. Where are you sabotaging yourself? 16. Why do you think that person did that? (trying to appreciate the motivation of someone else) 17. What do you think is working; what is not? 18. On what can we agree? 19. How are things going? 20. What do you think happened? 21. What is the real issue? 	<ol style="list-style-type: none"> 1. What are all the things you could do? Of these, which have you tried and what happened? 2. How have you handled something like this before? What was the outcome? 3. If you were to ask ___ or a trusted advisor (in or outside of the organization), what might he/she suggest? 4. What would be the most helpful thing that you could do now? 5. If time / money weren't a restriction for you, what would you do? 6. What would you do if you weren't answerable to anyone? 7. What is your gut telling you to do? 8. If you were guaranteed to succeed, what would you do? 9. What's the best use of your time at the moment? 10. If you could only do one thing this week, what would it be? 11. What can you do better than anyone else in your organization? 12. If you saw someone else in your situation, what would you suggest they do? 13. If you weren't holding anything back, what would you be doing? 14. What are your thoughts about this approach? 15. What would you do if you had endless resources? 16. What would you do if you had the keys to the kingdom? 17. If you were a manager, what would you do? 18. What have you tried? 19. What else could you try?

<u>Way Forward</u>	<u>Track Progress</u>	<u>Honor Achievements</u>
<ol style="list-style-type: none"> 1. What is your most powerful next step? 2. How can you use your unique talents to add value today? 3. What are you going to do in the next 24 hours? 4. Whatever your first step is, can you think of anything that might stop you from doing it? 5. What additional steps will you take to achieve your goal? 6. How committed are you in reaching this goal? On a scale of 1 to 10, how motivated are you to achieving this goal? What will it take to turn that number into a 9 or 10? 7. What might stop you from acting on this commitment? 8. What is the greater risk to the success of this situation – doing something or doing nothing? 9. Who do you need to speak to about this goal? 10. Is there anything else that you need to consider before starting? 11. What additional resources do you need? Who else needs to be involved in this? 12. How else can I support your efforts going forward? 13. What books/blogs/websites should you be reading to help you achieve your goal? 14. How could you minimize obstacles? 15. What are you hoping to accomplish by doing what you plan? 16. What do we need to do next? 17. How can we improve this for next time? 18. What can I do to help you achieve your goals? 19. Who do you need support from? 	<ol style="list-style-type: none"> 1. What are the next steps you and I should take to support and encourage you along the way? 2. How often and when should we meet to track the progress you are achieving? 3. What intended results are you getting? How are you directly contributing to this? 4. What unintended results are you getting? How are you contributing to them? 5. What assumptions do we need to test? 6. How will we incorporate the feedback you are receiving into revising your action plan / PDP? 7. How can we see the situation from a different perspective? 	<ol style="list-style-type: none"> 1. What are the significant milestones we should celebrate along the way? 2. How are you going to celebrate reaching your goal? <div data-bbox="1482 995 2039 1175" style="border: 1px solid black; padding: 10px; margin-top: 20px;"> <p>General Open Ended Questions:</p> <ol style="list-style-type: none"> 1. Why? 2. What do you think? </div>