

# Coaching conversations practice tool: Prepare



QUESTION	NOTES
<b>Who will this conversation be with?</b>	<b>When is the right time to have the conversation?</b>
<b>Why do you need to have this conversation? What happens if you don't have it?</b>	
<b>What are the impacts you want to achieve through this conversation?</b> <i>(Think about the impact on you, on the other people and on the broader team and agency)</i>	

# Coaching conversation practice tool: Prompting questions



Here is a helpful list of prompting questions you can ask under each section of the GROW model.

GOAL	REALITY	OPTIONS	WAY FORWARD
<p><b>Agree on the topic of discussion</b></p> <ul style="list-style-type: none"> <li>What issue or problem would you like to solve?</li> <li>What is it you would like to discuss?</li> <li>What is important to you right now?</li> </ul> <p><b>Agree specific objective of the session</b></p> <ul style="list-style-type: none"> <li>What would you like to achieve?</li> <li>What would that enable you to do?</li> <li>What would you need to happen for you to walk away feeling like this time was well spent?</li> <li>What would you like to be different when we finish our conversation?</li> </ul> <p><b>Set long-term aims, if appropriate</b></p> <ul style="list-style-type: none"> <li>What would you like to see happen that is not happening right now?</li> <li>How important is this to you?</li> <li>What is your priority?</li> </ul>	<p><b>Explore the current situation by inviting self assessment</b></p> <ul style="list-style-type: none"> <li>Tell me about....., what's happening in your current situation?</li> <li>What is your situation right now?</li> <li>Who else is involved?</li> <li>What is working well right now?</li> </ul> <p><b>Provide feedback if appropriate</b></p> <ul style="list-style-type: none"> <li>What is the impact on you and others?</li> <li>What obstacles exist? Can you list them in order of significance?</li> </ul> <p><b>Avoid or check assumptions</b></p> <ul style="list-style-type: none"> <li>What have you tried so far?</li> <li>How do you know that this is accurate?</li> <li>How have you verified, or would you verify, that that is so?</li> </ul> <p><b>Discard irrelevant history</b></p> <ul style="list-style-type: none"> <li>How does this impact the current situation?</li> </ul> <p><b>Remove interference and provide perspective</b></p> <ul style="list-style-type: none"> <li>Are you ready to discuss possible options?</li> </ul>	<p><b>Brainstorm a full range of options</b></p> <ul style="list-style-type: none"> <li>In a perfect world, what would be the best option for you?</li> <li>If there were no obstacles (e.g., money), what might you do?</li> </ul> <p><b>Invite suggestions</b></p> <ul style="list-style-type: none"> <li>What options do you have?</li> <li>What could you do to change the situation?</li> <li>How have you tackled a similar situation before?</li> <li>What are you doing already that's working?</li> <li>What is the difference between now and your ideal outcome?</li> </ul> <p><b>Offer suggestions carefully</b></p> <ul style="list-style-type: none"> <li>Who might be able to help?</li> <li>What are the costs and benefits of the options?</li> </ul> <p><b>Ensure options are explored and decisions are made</b></p> <ul style="list-style-type: none"> <li>Which options do you like the most?</li> <li>What are the options you can take further?</li> <li>May I offer some options?</li> <li>Would you accept some options from others?</li> </ul>	<p><b>Get a commitment to act</b></p> <ul style="list-style-type: none"> <li>Which options will you take to achieve your goal?</li> <li>What one small step are you going to take now?</li> <li>When will you take them?</li> <li>What are the next steps?</li> <li>What are you going to start each step?</li> <li>How do you feel about putting this plan into action?</li> </ul> <p><b>Identify possible obstacles</b></p> <ul style="list-style-type: none"> <li>What might get in the way?</li> <li>How will you deal with that?</li> </ul> <p><b>Agree support for their efforts</b></p> <ul style="list-style-type: none"> <li>Who will help you and how can you get the help you need?</li> <li>What can I do to help you achieve your goal?</li> <li>How will you keep track of your progress?</li> <li>How will you know you have been successful?</li> </ul>

# Coaching conversations practice tool: Notes from the conversation



GROW Model	Notes from Coaching conversation
<i>Goal</i>	
<i>Reality</i>	
<i>Options</i>	
<i>Way forward</i>	

# Coaching conversations practice tool: Review questions



Review questions	Notes
<b>Goals:</b> What was the goal of this coaching conversation?	
<b>Reality:</b> What was uncovered in relation to the issue or goal being addressed?	
<b>Options:</b> What options were generated?	
<b>Wrap Up:</b> What has your team member and you committed to act on and by when?	