

*'Coaching'
Engaging, Enabling &
Empowering Self & Others*



Coaching is unlocking a person's potential to maximise their own performance. It is helping them to learn rather than teaching them."

Whitmore (1996)



Coaching Conversation Journal



Coaching Notes (make a copy for the coachee)

Coachee Name:

Date:

“I-GROWTH+” Model

<i>Issue</i>	
<i>Goal</i>	
<i>Reality</i>	
<i>Options</i>	
<i>Wrap-up _tH+</i>	<i>A message of hope.....I believe</i>

Open questions should mainly be used: What...? Where...? How....? When....? Who....?

<i>Issue:</i>	What is the most important thing you and I should talk about?
<i>Goal:</i>	What would you like to get out of the time we have together? What would you like to focus on? Reflect back what you hear as the broad goal 'So what I think I am hearing is...' then check you have got it right, 'Is that right?' Help set a SMART goal.
<i>Reality:</i>	In relation to your goal, what's currently happening? What's been working for you? What else has been helpful? How have you managed to achieve that? Tell me more about that. What? How? When? Who? Where? How much? How often?
<i>Options:</i>	What would need to happen for you to achieve this goal? What other options do you have? What else? What is the most creative, 'out there' option you can think of? What options might other people suggest? How would you know what option to go for? What are the costs and benefits of each option?
<i>Wrap-up:</i>	What has become clearer today? What are you taking from our conversation today? What actions will you take? How can you continue to move forward? Who can support you? What else will help you notice your progress? What is the very next step? How confident are you that you can do this? What would make you even more confident? What could get in your way ... and what could you do to deal with this?

SCALING: Get sense of where a person is at compared to where they want to be. Scaling can show progress. On a scale of 1-10, where are you now? How have you managed to get this far? When have there been times when you were even higher up the scale than now – tell me about those times. What could you do to move up ½ point up the scale? What does 6 ... 8 ... 10 look like?

WILDCARD QUESTIONS:

What is the question I need to ask you now?

What advice would you give someone in your situation?

What do you think I would advise you to do?

What needs to happen before you will do something about your situation?

Solution-focused Coaching Reflection Log (Nickolas Yu 2009)

Noticing change: What have you noticed is different?

Competence: What have you done well? (eg small gains, wins, achievements, successes)

Resourcefulness: How did you do that? How did you manage to achieve these things?

Scaling: On a scale of 1-10 (1=lowest score, 10=highest score), how well did you do?

Knowledge use & development: What knowledge, theories & research did you draw upon (or could have)?

Difference: What could you do differently in future?

Action planning:

What could you do to move 1/2pt up the scale?

Tracking progress:

How will you keep tracking/monitoring progress?

Learning & inquiry:

What are you taking away from this reflection?

Meaning &

possibility: What does this mean to you? What does it make possible?