

## Coaching & Counseling Preparation Sheet

The following worksheet provides a set of questions to be used as a guide when engaging in a coaching dialogue. The sequence of the questions will help you maintain direction and focus on the objective for the interaction.

<b>Your Notes</b>	
<p><b>GOAL</b></p> <ul style="list-style-type: none"><li>▪ What is the goal of this discussion?</li><li>• What do you want to achieve long and short term?</li><li>• Is it an end goal or a performance goal?</li><li>• By when do you want to achieve it?</li><li>• How is the goal positive, challenging, attainable or measurable?</li><li>•</li></ul> <p><b>REALITY</b></p> <ul style="list-style-type: none"><li>• What is happening now?</li><li>• Who is involved?</li><li>• What have you done about this so far?</li><li>• What results did that produce?</li><li>• What is happening both internally and externally?</li><li>• What are the major constraints to finding a way forward?</li><li>• What results did it produce?</li><li>• What is the impact on others?</li><li>• What are the consequences if it continues?</li></ul> <p><b>OPTIONS</b></p> <ul style="list-style-type: none"><li>▪ What alternatives are there?</li><li>▪ What else could you do?</li><li>▪ What are the costs or benefits of each?</li><li>▪ Would you like another suggestion?</li></ul> <p><b>WILL</b></p> <ul style="list-style-type: none"><li>▪ What are you going to do?</li><li>▪ When are you going to do it?</li><li>▪ Will this meet your goal?</li><li>▪ What obstacles will you face?</li><li>▪ How will you overcome them?</li><li>▪ Who needs to know?</li><li>▪ What support do you need?</li><li>▪ How will you get that support?</li><li>▪ Rate yourself on a one-to-ten scale on the likelihood of your carrying out this action?</li><li>▪ What follow-up will we do?</li></ul>	<p><b>SELF AWARENESS, First</b></p> <p>What assumptions are you holding that should be explored, acknowledged and put on hold? What assumptions might the direct report have about you or the situation?</p>

Adapted from John Whitmore, Coaching for Performance, GROWing People, Performance and Purpose.