

PURPOSE

Use this resource to help navigate ongoing coaching meetings

S.M.A.R.T.

Specific • Measurable • Attainable Goal • Relevant/Reality • Time-Specific

T

TALK

Small Talk

Meeting Prep Form Review (5–8 minutes)

O

OBJECTIVE

Focus of the Conversation

▶ You mentioned on your Prep Form that you wanted to ... is this still what you want to focus on today?

▶ NEXT

- Ask open questions to generate a fuller picture of the topic.

G

GOAL

Agenda Conversation

▶ Brief summary of topic in conjunction with asking: *What do you want to accomplish by the end of our conversation today?*

The client answer becomes the little "a" agenda.

Clarify the Agenda

▶ You want to ... *by the end of our time today.*

Explore the Goal (Little "a" agenda)

▶ NEXT POSSIBILITIES

- Define terms
- Say more ...
- If beneficial: Describe your ideal . . . /From your perspective . . .

▶ NEXT

- Summarize and validate client's responses, allowing client to respond.
- Anything else you want to add? If client adds more, talk further.

Summarizing
Endorsing
Paraphrasing
Validating
Perspective
Metaphors
Acknowledging

R

RELEVANT/
REALITY

Currently

▶ Where is ... currently?

Often not necessary to ask this question. If asking the current question, explore as beneficial and then: "Anything else you want to add?"

▶ NEXT

- What are the greatest challenges ...?

R

RELEVANT/
REALITY

Currently (cont)

▶ NEXT

- Follow up response by talking through any challenges.

▶ NEXT

- Follow up comment using any of the skills in the block that are most beneficial to the client.

Summarizing
Endorsing
Paraphrasing
Validating
Perspective
Metaphors
Acknowledging

O

OPTIONS

Options

▶ *When you think about ..., what could be the first steps in making that happen?*

▶ NEXT

- *What other ideas come to mind?*
- *Anything else?*
- If client continues to ponder actions, ask: *Something else you want to add?*

▶ NEXT

- Summarize client ideas and allow client to respond.

▶ NEXT

- *Where are you now in comparison to where you were at the beginning of our conversation?*
(Ask, following client gaining insight and progress toward the desired little "a" agenda.)

▶ NEXT

- Validate progress.

W

WALK

Time-Specific **Action Steps**

▶ *What particular actions do you want to take to move this forward?*

▶ NEXT

- *Anything else?*

▶ NEXT

- *What time frame will you have the action steps completed?*
- *What are your thoughts on the attainability of the action steps?*
- *Validate steps or talk through if client is unsure of attainability.*

▶ NEXT

- *We have about five minutes left in our time. Is there anything else you want to add to the conversation?*

▶ NEXT

- Validate or acknowledge client's response.

▶ NEXT

- Paraphrasing and summary of the conversation and connecting it to the "big A" agenda, and then asking: *What are you taking away from our conversation?*
- If there has been a significant degree of self-awareness, ask: *What have you learned about yourself?*