

Preparation for a COACHING CONVERSATION



1	What is the single issue or purpose of the coaching session?
2	On a scale of 1-10, how important is it this issue gets resolved? _____ On a scale of 1-10, how urgent is this issue? _____
3	What is the level of trust between the coach and the person being coached? (High, Medium, Low) _____ If trust is low, should the conversation still take place?
4	Will the person being coached realize that there is an issue or will they be surprised?



Preparation for a **COACHING CONVERSATION**

5	Are any boundaries, rules, procedures, or policies being violated?
6	List the objective facts and data you have to support your conversation.
7	List the particular behaviors that illustrate the need for this conversation.
8	What conclusions, judgments, and/or assumptions have you made about this situation? Is it possible these perceptions are incomplete or wrong?



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9	Are any boundaries, rules, procedures, or policies being violated?
10	Why would a reasonable person do what he/she is doing?
11	What would be the key pieces of an effective plan from your perspective?
12	What are you and the organization willing to do to get what you want?



Preperation for a **COACHING CONVERSATION**

13	What are the natural consequences for the person being coached if he/she does not change his/her behavior and/or follow through with the plan?
14	What do you think will be the key points of agreement between the coach and the person being coached?
15	What do you think will be the key points of disagreement/resistance for the person being coached?
16	How do you plan on beginning the conversation?



Preparation for a **COACHING CONVERSATION**

17	Write a few questions to help explore what the person wants.
18	Write a few questions to help determine what the person has been doing.
19	Write a few questions to help the person being coached self-evaluate the situation.
20	Write a few questions to help the person being coached create a SMART plan.



Coaching Session **SELF-EVALUATION**

1

On a scale of 1-10, how would you rate the overall coaching conversation?

2

What would it take to be a "10"?

3

What went well?

4

What would you improve if you could do the session again?