WEEKLY COACHING CHECK LIST

Prior to your phoning or meeting: Review notes, goals and comments made the week before. Have a note pad handy, pray for wisdom and the Spirit to be present.

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|  | ***Session opening*** |
|  | **"**Before starting, how has your week been?" ask about their feelings/ energy level |
|  | Reflect: "Sounds as if...." listen to verification, make notes as needed |
|  | "What was the best thing that happened last week?" aim for positive comments |
|  | Reflect on a strength/emotion, then ask: "Before starting, may we pray for guidance?" |

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|  | ***Goal review*** |
|  | "These are your goals, which one shall we start with?" |
|  | **Explore** experience fully. (See questions list) "how did it feel?," "tell me more".. |
|  | Listen mindfully, note important words... (if resistance felt, request to explore later) |
|  | Expand: "what is your best experience with this goal?" reflect understanding |
|  | "What did you learn from this?" affirm their choices/strengths |
|  | "What percentage of success would you say on this goal?" \_\_\_% "OK!" |

Explore 2nd goal and 3rd, note any concerns to explore later

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|  | ***Review three month goals at third week or so.*** |
|  | Comment on how the vision and 3 months goals are fitting |
|  | "What has been your best learning so far?" "Describe it." |
|  | Reflect, - ask, "Do you wish to revise any?" |
|  | If no revision, ask: "On a scale of 0-10, what is your level of commitment?" (opt) |
|  | Affirm strengths, or growth, "I so appreciate your determination".... etc. |
|  | If ambivalence noted, request permission to explore what was heard. |
|  | Ideas to **Explore ambivalence:** |
|  | "Sounds like you have some concerns about your goal." |
|  | "May we work on that now?" be ready to forgo pleasantly if not accepted |
|  | See list of ambivalence questions to explore fully, gently |
|  | Check pros and cons: "What would life be like if you do?"...or ." be like if you do not?" |
|  | "May you and I brainstorm or find 4-5 new creative ideas to help?" (there are no bad ones) |
|  | "What else?" "What else?" (allow time) "So which one is best?" |
|  | "How might this fit as a new goal?" Explore motivators, obstacles, strategies |
|  | "What would be a SMART goal on this?" "On scale 0-10 how confident are you?" |
|  | If a 4 or 5 level, ask why not lower.... then ask what it will it take to get up to 6-7. |
|  | Ask them to restate the goal, then affirm them" I'm sure you can do it!" |
|  | Close with "You did a great job." "How do you feel about it?" |