Coaching is an effective short- and long-term professional development strategy because it:

- Demonstrates our value for those we work with
- Is a strength-based approach
- Helps people act on what they already know
- Takes people from where they are to where they want to be
- Focuses on solutions rather than problems
- Works with self, other individuals, and teams
- Provides ongoing teaching and reinforcement
- Builds relationships
Coaching Skills Worksheet - WILLING PARTICIPANT

1. Setting Goals
   a. Create buy-in (to a topic, subject, or task that needs work)
   b. Set goals (SMART)
   c. Be able to state why the goal is important.

2. Current reality (Ask them for a brief overview of what is happening)
   a. Ask: what has been happening? (We remain neutral.)
   b. Ask: what have you tried so far?
   c. Ask: what were the results? What happened?
   d. Ask: what were the obstacles?
   e. Revisit the goal - Ask: given what you told me, is your goal still relevant?

3. Explore options
   a. Fantasy brainstorm - encourage them to really brainstorm.
   b. Ask them to share the advice they’d give to someone in the same situation.
   c. Ask if they’d like your advice- only share your advice if asked for it!
   d. Ask them to focus in on one possible idea or solution to try.
   e. Set time to check back to see if it worked.

SMART Goals
S  specific, significant, stretching
M  measurable, meaningful, motivational
A  agreed-upon, attainable, achievable, action-oriented
R  realistic, relevant, rewarding, results-oriented
T  time-based, timely, tangible
Coaching Skills Worksheet - UNWILLING OR TROUBLING PARTICIPANT

1. **Goal is set by the coach**
   a. Clarify your thinking and clarify the issue. Whose issue is it? (Probably it is your issue!)
   b. Create your own goal (SMART).
   c. Consider the consequences if this goal is not met.

2. **Ask for their buy-in.**
   a. Get more specific - say, “This is what I see.” Or, “my experience is…”
   b. Ask: is this a good time to talk?
   c. Ask for their experience - and actively listen to what they say.
   d. Ask for their buy-in to solving “your” problem, i.e., “Are you willing to help me solve this?”
   e. If they can’t or won’t buy in to creating a solution - then discuss consequences.
   f. Ask for their buy-in.
   g. If they do not buy in to creating a solution - you may need to implement consequences.

3. **If they do agree to creating a solution you can move to steps 2 and 3 on the coaching worksheet for willing participants. Remember:**
   a. Have them come up with own ideas for solutions first.
   b. Give your ideas only if asked or if it is necessary.
   c. Set specific time frames for action and follow-up meeting.

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