

## Template for Creating Coaching Conversations

Consider the following steps when you are planning ongoing coaching conversations.

1. Set a tone for the conversation. For example, “I’m glad we had a chance to get together and talk about your professional growth goals.”
2. Provide an overview of the conversation or conference. For example, “Today, as we talk, I’d like you to share how things have been going for you in the last two weeks, what kinds of issues you have faced, and any questions you have for me. I will provide resources for getting your questions addressed. At the end of our conversation, we’ll set a meeting for later in the month.”
3. Ask the coachee to outline his or her progress, situation, or question. For example, “Please take a few minutes to update me on your progress related to \_\_\_\_\_ over the last two weeks.”
4. Provide feedback, strategies, or ideas to help the coachee address his or her progress, situation, or question. This may also be useful in the consulting stance. For example, “As you look for information on \_\_\_\_\_, you may consider checking in with \_\_\_\_\_. If \_\_\_\_\_ can’t help you, ask \_\_\_\_\_ to give you some idea of who else may be able to provide you with the information.”
5. Check to make sure the coachee understands the feedback and has developed a plan to move forward regarding the question or situation posed in the meeting. For example, “What do you think are your next steps in finding out more about \_\_\_\_\_? What questions do you have about the process?”
6. Set a follow-up meeting date. For example, “Do you want to meet later in the month or do you want to just contact me when you feel a need to meet?”