



COACHING OTHERS FOR SUCCESS

A 90-minute Webinar

Effective coaching allows you to help others _____.

1) **G** = _____

- a. What will _____ look like as a result of the coaching you are doing?
- b. What is the _____?
- c. Get _____ on the goal.
- d. Be _____. Use **SMART** goals:

Specific
 Measurable
 Action-oriented
 Realistic or Reachable
 Time bound

Ask questions to clarify the “GOAL” and get specific:

- What needs to change, improve, begin, stop?
- How will we know when we have succeeded?
- Why is this important?

2) **R** = _____

- a. _____ are they now relative to the goal?
- b. Disregard “_____.”
- c. _____ might need to be involved?

3) **O** = _____

- a. Is the obstacle _____? _____?
 Lack of _____, _____, or _____?
- b. What _____ might they encounter?
- c. What _____ might they need?
- d. Why haven't they been able to _____ this before?

O = _____

- a. What can they do _____?
- b. What _____ could they do?
- c. What has worked in the _____?
- d. What would move them one _____ closer?
- e. Who can _____?
- f. What are the _____ and _____ of each option?

4) **W** = _____

- a. Convert the options into _____
- b. Understand that this step will be a _____ and requires...

and that it is also a _____

- c. Use SMART _____:
 - What will you do now – and when (get specific dates)?
 - How will you overcome new obstacles?
 - How will you know when you have succeeded?
 - What resources will you need to implement your action steps?

- 5) Help them focus on _____ at a time.
- 6) _____ more often than you _____.
- 7) Consider _____ thinking.
- 8) Have them _____ the expectations and the plan.
- 9) Track _____.
- 10) _____!

Which of the above area(s) do you think you might be able to improve upon regarding coaching others?

Coaching for a Win-Win ~ How to Coach Using Constructive Feedback

1. Constructive feedback is _____.
2. Make sure the feedback is _____.
3. Be _____.
4. Feedback should be _____.
5. Keep it as _____ as possible.
6. Allow _____ and give feedback to help them learn.
7. Give _____ suggestions.
8. Provide reasons for _____.
9. _____ in public; _____ in private.
10. Don't make a point of _____; work toward a solution.
11. Keep in mind that feedback is meant to help someone _____.
12. Explain the _____ of taking the action you suggest.
13. Be sure you can _____ constructive feedback.
14. Keep in mind that effective feedback should not be _____.
15. Effective feedback involves *what* or *how* something is done, not _____.
16. Maintain their _____.
17. Your goal is to talk to them in a way that doesn't make them
_____.
18. Get _____ from the other person to make sure they understand.
19. Make constructive feedback a _____.
20. Constructive feedback is _____ not _____.

How could you use constructive feedback (coaching) more effectively?
