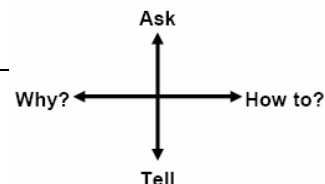


The GROW Coaching Checklist

Which quadrant are you in?



GOAL

Set the goal for the coaching session

What do you/we want to get out of our coaching session?

What are your key areas of concern?

What would you like to focus on?

Is this a realistic goal?

Can we cover this in the time we have available?

Funnel down – or use scaling to get specific

(Make sure the goal is not too complex, and is something within their personal area of control. If it is too complex, break it down and focus on a smaller sub-goal: Try to sure the goal is quite specific – and write it down)

Make some notes while you're coaching

REALITY

Use questioning skills to raise their awareness of the current situation

So, tell me, what is happening now?

What's working for you now?

What? When? Where? How much? How often?

Use "why" with caution

Useful phrase: "Tell me some more about that ..."

(Make sure their understanding is raised so they can work out the solution for themselves in the options stage – ask, don't tell - don't give them any advice at this stage)

OPTIONS

Help them shift perspective towards action and solutions

What options do you have?

What are you doing already that's working?

What else could you do?

What are the costs and benefits?

(Make sure they generate a list of options – if you have suggestions offer them only after they have tried to come up with options themselves. Ask permission: "Is it OK if I make a suggestion?")

WRAP-UP

Gain commitment to action steps

What are the next steps to take?

What will you do to move forward?

How can you keep track of your progress?

Who can support you?

How confident are you that you can do this?

What would make you more confident?

(Get them to rate their confidence of Action Step completion: 1 – 10)

1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 - 10

Not confident of doing all the Actions Steps

Very confident of doing all the Actions Steps

ACTION STEPS

Ensure the coachee writes their own action plan!

- 1.
- 2.
- 3.
- 4.
- 5.

