

Coaching Questions

The questions below are suggestions for powerful questions to ask during each phase of the coaching conversation.

SETTING THE FOUNDATION:

Build trust and a strong partnership for coaching.

- How have you been since the last time we met?
- What successes have you had? What challenges?

Find agreement around the purpose of the conversation and what the team member hopes to achieve.

- What would you like to focus on today?
- What would you like to get from our discussion?
- What do you hope to accomplish in our time together?
- What goal would you like to discuss first?
- What is your desired outcome from our conversation?

CREATING AWARENESS:

Raise awareness by helping the team member identify barriers, resources, and possible solutions for achieving their goals. Begin to move the individual towards making a commitment.

- What have you tried so far?
- What else? Can you tell me more?
- What has worked for you previously?
- What are barriers to your success?
- What can you try differently?
- What resources are available to you?
- How will achieving this goal benefit you? The team? The university?
- What are the potential costs of not doing these things?
- If you went to a trusted team member, what would they recommend you do?
- How will you know if you are successful?
- How can you use your strengths to achieve your goal?
- What do you need to stop doing to achieve your goal?
- On a scale of 1 to 10 (with 10 being the highest), how likely are you to take the steps we have discussed? How might you alter the plan to move it closer to 10?

ACTION PLANS AND ACCOUNTABILITY:

Come to an agreement for how the team member will proceed. Summarize, specify, and confirm next steps. Determine what the team member can commit to and set a plan to follow up with them about progress.

- What are you specifically going to focus on before our next session?
- What actions are you going to take first?
- How will you know if you are making progress?
- What steps will you take this week? Month?
- What potential barriers may prevent you from moving forward? How will you overcome these?
- What support do you need to complete your plan?

GOAL ALIGNMENT:

Work together to identify how the team member's goals support Our Values, the department, and our SEE 2020 Roadmap.

- What values do you think are supported with your goal?
- How does your goal support the team?
- How does your goal support our department?
- How does your goal support our SEE 2020 roadmap?