

WEEKLY COACHING CHECK LIST

Prior to your phoning or meeting: Review notes, goals and comments made the week before. Have a note pad handy, pray for wisdom and the Spirit to be present.

	Session opening
	"Before starting, how has your week been?" ask about their feelings/ energy level
	Reflect: "Sounds as if..." listen to verification, make notes as needed
	"What was the best thing that happened last week?" aim for positive comments
	Reflect on a strength/emotion, then ask: "Before starting, may we pray for guidance?"

	Goal review
	"These are your goals, which one shall we start with?"
	Explore experience fully. (See questions list) "how did it feel?," "tell me more"..
	Listen mindfully, note important words... (if resistance felt, request to explore later)
	Expand: "what is your best experience with this goal?" reflect understanding
	"What did you learn from this?" affirm their choices/strengths
	"What percentage of success would you say on this goal?" ___% "OK!"

Explore 2nd goal and 3rd, note any concerns to explore later

	Review three month goals at third week or so.
	Comment on how the vision and 3 months goals are fitting
	"What has been your best learning so far?" "Describe it."
	Reflect, - ask, "Do you wish to revise any?"
	If no revision, ask: "On a scale of 0-10, what is your level of commitment?" (opt)
	Affirm strengths, or growth, "I so appreciate your determination".... etc.
	If ambivalence noted, request permission to explore what was heard.
	Ideas to Explore ambivalence:
	"Sounds like you have some concerns about your goal."
	"May we work on that now?" be ready to forgo pleasantly if not accepted
	See list of ambivalence questions to explore fully, gently
	Check pros and cons: "What would life be like if you do?"...or ." be like if you do not?"
	"May you and I brainstorm or find 4-5 new creative ideas to help?" (there are no bad ones)
	"What else?" "What else?" (allow time) "So which one is best?"
	"How might this fit as a new goal?" Explore motivators, obstacles, strategies
	"What would be a SMART goal on this?" "On scale 0-10 how confident are you?"
	If a 4 or 5 level, ask why not lower.... then ask what it will take to get up to 6-7.
	Ask them to restate the goal, then affirm them" I'm sure you can do it!"
	Close with "You did a great job." "How do you feel about it?"