

## COACHING QUESTIONS CHECKLIST

This checklist provides a sample of questions you can ask when coaching a member of your team or an individual from another team. These questions follow the principles used in either the GROW or TGROW coaching models. (*When using the GROW model you will skip the questions related to 'Topic'.*)

By using this type of question in your coaching session you will enable the coachee to conduct a self-assessment of the situation and problem they wish to address through coaching. They help the individual to identify the obstacles they face and to explore potential options that they could use to address the problem.

Importantly the coachee commits to the necessary steps they must take to successfully attain their coaching goal within the timeframe they set themselves.

### TOPIC

- What area or areas are you concerned about?
- What aspect of your role would you like to talk about?
- What is important to you?
- What does this mean to you?
- What areas do you want to address?
- What is behind this?

### Grow

- What would you like to discuss?
- What do you want to achieve in this session?
- What differences would you like to see on leaving this session?
- Do we have sufficient time available for you to attain this?

### REALITY

- How do you know that this is accurate?
- How often does this occur?
- What impact or effect does this have?
- Are there other factors that are relevant?
- What is X's perception of the situation?
- What have you done or tried to date?

## COACHING QUESTIONS CONT.

### OBSTACLES

- What prevents you from achieving your goal?
- What else could be preventing you?
- What personal changes do you think you would you have to make to achieve your goal?
- What is hindering you from changing?
- Do any of your direct or indirect behaviors, attitudes, competencies, skills etc. contribute to or help to maintain the situation?

### OPTIONS

- What alternatives are there to that approach?
- Who might be able to help you?
- Would you like me to make suggestions?
- Can you identify the pros and cons for that option?
- Do you have a preferred option you'd like to act on?

### WAY FORWARD

- What are your next steps?
- What timeframe will you set?
- Can you anticipate anything getting in your way?
- How will you keep a log of your progress?
- What support might you need?
- How and when can you get that support?

### Note:

The Coachee must set their own goal and commit to be accountable for their actions required to attain that goal within their defined timeframe.

The Coach must believe that the coachee is capable of change, act in a non-judgmental manner at all times and offer ongoing support to them