



How to Coach **Like** Better Than a Boss

Part 1

Worksheet

A Leadership Development Resource

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Part 1

Thank you for starting your journey to become a more effective, more impactful and more successful coach. Coaching is something that leaders practice to improve. They learn the right approach to take, the right questions to ask and the right ways to plan for a conversation that makes a real difference in the performance of another person.

Great coaches know that if they can help someone think differently, they can help them find new more effective paths to success. They know that they can change the future for that person.

It's an awesome responsibility actually, for a person to engage with you with the hopes that the conversation you have with them will matter for who they become, what actions they take next, and the level of success they have.

Leaders who take that seriously, deliver on that promise of an effective coaching conversation and help people take steps toward a better future are rare, but you are headed in that direction.

This mini course is a start. It's a foundation for you to build on and a place to grow from. But in 3 short modules it will cause you to think about coaching as a process you can improve and it will cause you to take some steps that will make you better immediately. **Your very next coaching conversation will be better.**

As you think about our reasons for taking this mini course and working to become a better coach. I want you to explore what success looks like for you, and why it's important to you.

Answer the following questions as you begin your journey to more effective coaching.

Coaching Better Matters to Me

Answer the following questions as they pertain to your idea of becoming a better coach:

What does more effective coaching mean to you?

What outcomes will you achieve if you are a better coach?

Why is it important to improve your coaching ability?

What will be different for you and those you coach if you master the ability to coach others?

How will it feel to be able to support virtually anyone as they increase the success they can have in their world?

Who else do you know that could benefit from improving their ability to coach others, and how can you help them make progress with you?

What is coaching?

Coaching is helping others become successful in how we speak to them. It's the words we use to help people become more successful.

Why do we coach?

We coach to influence the thinking, choices and actions of others so that they can achieve greater success with our help.

What are the goals of coaching?

- **To be heard**
The person I'm coaching listens with intent
- **Cared about**
What I said truly matters to this person
- **Understood**
The person I'm coaching walks away with the true meaning of the conversation
- **Implemented**
Steps explained in the discussion can be executed

How do we make our coaching more effective?

- **Valuable**
Do they think my coaching and input is important and relevant?
- **Connected**
Does my coaching connect to what this person cares about?
- **Clear**
Does this person completely understand what I said in the conversation?
- **Actionable**
Can this person take steps to act upon my coaching?

Understanding the Team

What happens if we introduce additional stress or fear into our coaching process? (Write down an answer before you read further.)

The OFC is a part of our brain that essentially shuts down our thinking brain when we are stressed or scared. It's virtually impossible to think about changes we want to make or be creative about new ideas or ways to become more successful, if our brain is in a stressed state. Our overriding urge is to escape the situation as quickly as we can. That might mean agreeing with everything that is said, although we won't really make any progress on those agreements, because we didn't consider them, we just agreed to get out of the conversation.

If I believe someone adds stress or fear to my life, how do I treat them?

The truth is that we tend to avoid, mistrust, and dismiss people if our interactions with them are not connected to our best interests, or our goals as we see them.

Successful coaches understand how to make their coaching:

- Valuable to the person they are working with
- Connected to the goals and wants of the individual
- Clear and understandable to the person being coached
- Actionable so that next steps can be taken easily and quickly

Understanding the meaning of coaching, why it matters, its main goals, and how to do it more effectively, can help your team and other leaders be successful over the course of their whole career.