

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

Part 3

Worksheet

A Leadership Development Resource

LeadershipGym.com

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As you coach others it is important for us to understand what causes people to take the actions they take. Our ability to help others take different actions is dictated by how much we can change their thinking. If we can help people have new thoughts, new ideas, new insights, new intentions then we can help them take new actions and get a better set of results.

Too often as coaches we work on fixing the results based on our reaction to something they did or didn't do. That is reactive coaching and while it is necessary sometimes, if it becomes the bulk of the coaching we do, we will likely find ourselves always trying to "put out fires" with our coaching instead of consistently building a stronger and more capable team.



If we are coaching ahead of challenges, helping them prepare for success, not recover from failure, we have a much greater change of helping them think differently because they do not have to DEFEND their actions or results. We now get to collaborate with them about how they want to achieve their greatest success in the future, not debate their past actions.



In this worksheet I want you to be the architect of a good proactive coaching conversation with one of your team members. Walk through the following exercises to build a foundation for a great conversation with them that can change their thoughts about the future.

Build a Foundation

As I work with my team member, what questions can I use to identify upcoming challenges or opportunities in the work they are doing over the next couple of weeks or the plan they are making to learn or execute something new?

In our next coaching conversation, what can I ask that will help them define success for that upcoming task, challenge or opportunity?

What can I ask my team member that will help them think about how they best prepare to tackle their challenge or capture their opportunity?

What questions can I ask that will help me best understand what support they need from me or how I can best aid them in being successful with the work that's coming up?

Discovery, Success, Plan, Support

Try to work through the questions above without referring to the questions below, but if you get stuck, use them as thought starters and then make them more specific for that person and their work.

Discovery Questions

What is coming up over the next few weeks that you consider to be a big priority or important opportunity?

What do you want to learn more about or challenge yourself with over the next few weeks?

What's one thing that you would like to do more consistently or at a higher level in your work?

What do you want to learn more about or get better at over the next few weeks?

What's the one thing in your work that you feel like you need to conquer more effectively?

Success Questions

If you do that thing exceptionally well, what will it look like?

What results would represent success over the next few weeks?

What would make you want to high five yourself or reward yourself about your work over the next few weeks?

What would you be most proud of if you accomplish it in the near future?

What would make you feel great about the work you are doing to tackle this challenge or learn this thing?

Plan Questions

What steps can you take to make sure that you succeed at that task or challenge?

What 1 or 2 things if you did them exceptionally well, would ensure that you achieve that success?

What habits if you had them would cause you to achieve that success over and over as you work?

What would you tell someone else if you were helping them to achieve success over the next few weeks?

What do you need to put in your calendar or on a list to make sure that you don't miss any of the really important steps to success?

Support Questions

How can I help you execute that plan?

Who else do you know that might be able to support your work?

What other conversations or learning opportunities do you need to take advantage of to do this well?

What other work might you need to eliminate or delegate to achieve success in this high priority area?

It is incredibly helpful to have proactive coaching conversations scheduled regularly so that we can use them to focus on upcoming success rather than following our natural tendencies to “coach” when something is done poorly. Use the space below to capture thoughts about when you want to schedule conversations with your team members to ensure that you coach them proactively over the next few months as you build your own coaching habits.

Build a Foundation

As we wrap up this short course on coaching I hope you have some new thoughts and a foundation for coaching in ways that will help you spend your coaching time more effectively, achieve a different set of results from the coaching you do and build a stronger and more effective team. Use the sections below to answer a few questions that will help you review what you have learned and think about your own plan going forward to coach at a higher level.

What are the most important things that you learned from this short course that you want to remember as you coach others?

What will represent even greater success for you as you put these concepts and ideas in to play as you coach others?

What 2 or 3 things if you did them exceptionally well would help you use this course to coach your team more effectively?

What actions or habits, if you did them consistently would make you a better coach for your team?

What do you need to schedule or track in order to make sure you do those things consistently well?

What other support tools can you use to help you become a more effective coach?

An Hour a Week

We can help here. The LEADERSHIP GYM is a resource built to help anyone leading a team. **One hour a week** in The Leadership Gym will help you lead with more success and less stress. You will become far happier with the results you get and the difference you make as you help others change their future more effectively.

If you sign up within 48 hours of finishing this short course on coaching, we will also include a free coaching session with Randy that will let you share any challenges or opportunities you have in front of you and receive live video (or audio if you prefer) coaching from Randy to help you deal with them. Use that time to leverage an executive coach to help you take your leadership to a level that creates a different future for yourself.

Randy's executive coaching clients have invested significantly in coaching conversations that will make them better but this coaching session is completely free to you if you sign up within 48 hours of right now!

[Go here right now to sign up, work on your leadership capabilities every week and get free coaching from Randy to set you up for incredible success.](#)