



# COACHING OTHERS FOR SUCCESS

A 90-minute Webinar

Effective coaching allows you to help others \_\_\_\_\_.

1) **G** = \_\_\_\_\_

- a. What will \_\_\_\_\_ look like as a result of the coaching you are doing?
- b. What is the \_\_\_\_\_?
- c. Get \_\_\_\_\_ on the goal.
- d. Be \_\_\_\_\_. Use **SMART** goals:

Specific  
 Measurable  
 Action-oriented  
 Realistic or Reachable  
 Time bound

**Ask questions to clarify the “GOAL” and get specific:**

- What needs to change, improve, begin, stop?
- How will we know when we have succeeded?
- Why is this important?

2) **R** = \_\_\_\_\_

- a. \_\_\_\_\_ are they now relative to the goal?
- b. Disregard “\_\_\_\_\_.”
- c. \_\_\_\_\_ might need to be involved?

3) **O** = \_\_\_\_\_

- a. Is the obstacle \_\_\_\_\_? \_\_\_\_\_?  
 Lack of \_\_\_\_\_, \_\_\_\_\_, or \_\_\_\_\_?
- b. What \_\_\_\_\_ might they encounter?
- c. What \_\_\_\_\_ might they need?
- d. Why haven't they been able to \_\_\_\_\_ this before?

**O** = \_\_\_\_\_

- a. What can they do \_\_\_\_\_?
- b. What \_\_\_\_\_ could they do?
- c. What has worked in the \_\_\_\_\_?
- d. What would move them one \_\_\_\_\_ closer?
- e. Who can \_\_\_\_\_?
- f. What are the \_\_\_\_\_ and \_\_\_\_\_ of each option?

4) **W** = \_\_\_\_\_

- a. Convert the options into \_\_\_\_\_
- b. Understand that this step will be a \_\_\_\_\_ and requires...

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

and that it is also a \_\_\_\_\_

- c. Use SMART \_\_\_\_\_:
  - What will you do now – and when (get specific dates)?
  - How will you overcome new obstacles?
  - How will you know when you have succeeded?
  - What resources will you need to implement your action steps?

- 5) Help them focus on \_\_\_\_\_ at a time.
- 6) \_\_\_\_\_ more often than you \_\_\_\_\_.
- 7) Consider \_\_\_\_\_ thinking.
- 8) Have them \_\_\_\_\_ the expectations and the plan.
- 9) Track \_\_\_\_\_.
- 10) \_\_\_\_\_!

*Which of the above area(s) do you think you might be able to improve upon regarding coaching others?*

\_\_\_\_\_  
\_\_\_\_\_

## Coaching for a Win-Win ~ How to Coach Using Constructive Feedback

1. Constructive feedback is \_\_\_\_\_.
2. Make sure the feedback is \_\_\_\_\_.
3. Be \_\_\_\_\_.
4. Feedback should be \_\_\_\_\_.
5. Keep it as \_\_\_\_\_ as possible.
6. Allow \_\_\_\_\_ and give feedback to help them learn.
7. Give \_\_\_\_\_ suggestions.
8. Provide reasons for \_\_\_\_\_.
9. \_\_\_\_\_ in public; \_\_\_\_\_ in private.
10. Don't make a point of \_\_\_\_\_; work toward a solution.
11. Keep in mind that feedback is meant to help someone \_\_\_\_\_.
12. Explain the \_\_\_\_\_ of taking the action you suggest.
13. Be sure you can \_\_\_\_\_ constructive feedback.
14. Keep in mind that effective feedback should not be \_\_\_\_\_.
15. Effective feedback involves *what* or *how* something is done, not \_\_\_\_\_.
16. Maintain their \_\_\_\_\_.
17. Your goal is to talk to them in a way that doesn't make them  
\_\_\_\_\_.
18. Get \_\_\_\_\_ from the other person to make sure they understand.
19. Make constructive feedback a \_\_\_\_\_.
20. Constructive feedback is \_\_\_\_\_ not \_\_\_\_\_.

***How could you use constructive feedback (coaching) more effectively?***

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