



Network of Partnership Schools

7 Steps of Coaching Conversations



STEP 1: OPEN

Open the coaching conversation with connection.

- *How can I best support you today?*
- *Last time we talked about [fill in the blank]. How is that going?*
- *I'll help by probing with questions, but I want you to feel comfortable to take the lead.*



STEP 2: FOCUS

Focus the coaching conversation with an end in mind.

- *Is there anything you want to make sure we talk about today?*
- *What do you hope to accomplish?*



STEP 3: EXPLORE

Explore to find out where in the process the work is. Listen attentively and gather more information.

- *What's working?*
- *How do you know?*
- *What isn't working?*
- *How do you know?*



STEP 4: GENERATE

Generate ideas and solutions to roadblocks.

- *Let's consider some options. The more, the better.*
- *Which one of us will jot down ideas?*
- *I'm hearing...[repeat what was said in your own words to demonstrate understanding]*



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STEP 5: DECIDE

Decide what's feasible and prioritize. Give reasoning.

- *Of all our options, which 2-3 seem most viable to you?*
- *What makes sense out of all these? Why?*
- *What is our realistic priority?*



STEP 6: PLAN

Plan next steps to take. Identify resources, supports, and learning needed to succeed.

- *What's the next best step we can take?*
- *What support do you need to be ready to act?*
- *When should we check-in again?*



STEP 7: CLOSE

Close by thanking them for their time. Reflect on the value of teamwork. Instill confidence.

- *Thanks for your attention on this today! How confident are you feeling about this?*
- *What is your level of commitment to this?*
- *I'll be here for additional support if you need it.*

