



Coaching Conversation Planner

This resource is part of the [State Flex Program Staff Sustainability Guide and Toolkit](#).

In a coaching conversation, the goal is to increase others' capacity to think through a situation and decide on a course of action.

As a leader, it can be tempting to offer suggestions rather than asking questions that help employees develop solutions on their own. The list below can be used as a menu for you to pick from during coaching conversations. These questions are organized according to the GROW model, which is a sequential process for coaching others through problem solving and planning.

GROW stands for

G oal	What do I want to achieve?
R eality	Where do things stand now?
O ptions	How might I get from here to there?
W ay forward	What's my best course of action?

GROW Coaching Questions

Goal

- What would you like to happen?
- What do you really want?
- What result are you hoping to achieve?
- Why are you hoping to achieve this goal?
- What would be the benefits of achieving this goal?
- How would you know you succeeded (what would you see and/or hear)?

Reality

- What's happening with this right now?
- What makes this an issue for you?
- What progress toward your goal have you made so far?
- What's working well? What isn't working very well?



- What has contributed to your success so far?
- What do you think is stopping you from reaching your goal?
- Do you know other people who have achieved this goal? If so, how did they do it?

Options

- What are your options?
- What are you thinking about?
- What has worked for you already? How could you do more of that?
- If anything was possible, what would you do?
- What could be your first step?
- Who else might be able to help?
- If you had more time, what would you try?
- What if you had less time – what would that force you to try?
- What advice would you give a friend in a similar situation?
- How have you tackled a similar situation before?

Way Forward

- Of the options you've identified, which are best for moving you toward your goal?
- What do you have to do to make it happen?
- What roadblocks might you encounter along the way?
- What resources do you need?
- On a scale of 1 to 10, what is the likelihood of your plan succeeding? What would it take to make it a 10?
- What one small step will you make right away?
- What do you need from me or others to help you do this?

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