



Coaching Materials

Using the GROW Model of Coaching

Goals Reality Options Wrap Up

These questions form the basis of a coaching session. They are suggested questions only. It is important to adapt them to your own style. Each coaching session should work through each part of the GROW process.

Goals

(Set goals, write them down, establish what person wants out of the session)

- What do you want to achieve out of this coaching session/ relationship?
- What are the SMART goals you want to achieve?
- Why are you hoping to achieve this goal?
- What are the expectations of others?
- Who else needs to know about the plan? How will you inform them

Reality

(Let them tell their story, invite self-assessment, what's happening, when does this happen, what effect does it have, other factors)

- What is the reality of the current situation?
- Why haven't you reached this goal already?
- What is really stopping you?
- Do you know anyone who has achieved that goal?
- What can you learn from them?

Options

(Brainstorm options, ask – don't tell, empower, ensure choice, how can you move toward the goal, what has worked in the past,)

- What could you do as a first step?
- What else could you do?
- What would happen if you did nothing?

Wrap Up

(Identify specific steps and any obstacles, write action plan)

- Where does this goal fit in with your personal priorities at the moment?
- What obstacles do you expect to meet? How will you overcome them?
- How committed are you to this goal?
- What steps do you need to take to achieve this?

Coaching Worksheet

Goals

(Set goals, write them down, establish what person wants out of the session)

Reality

(Let them tell their story, invite self-assessment, what's happening, when does this happen, what effect does it have, other factors)

Options

(Brainstorm options, ask – don't tell, empower, ensure choice, how can you move toward the goal, what has worked in the past,)

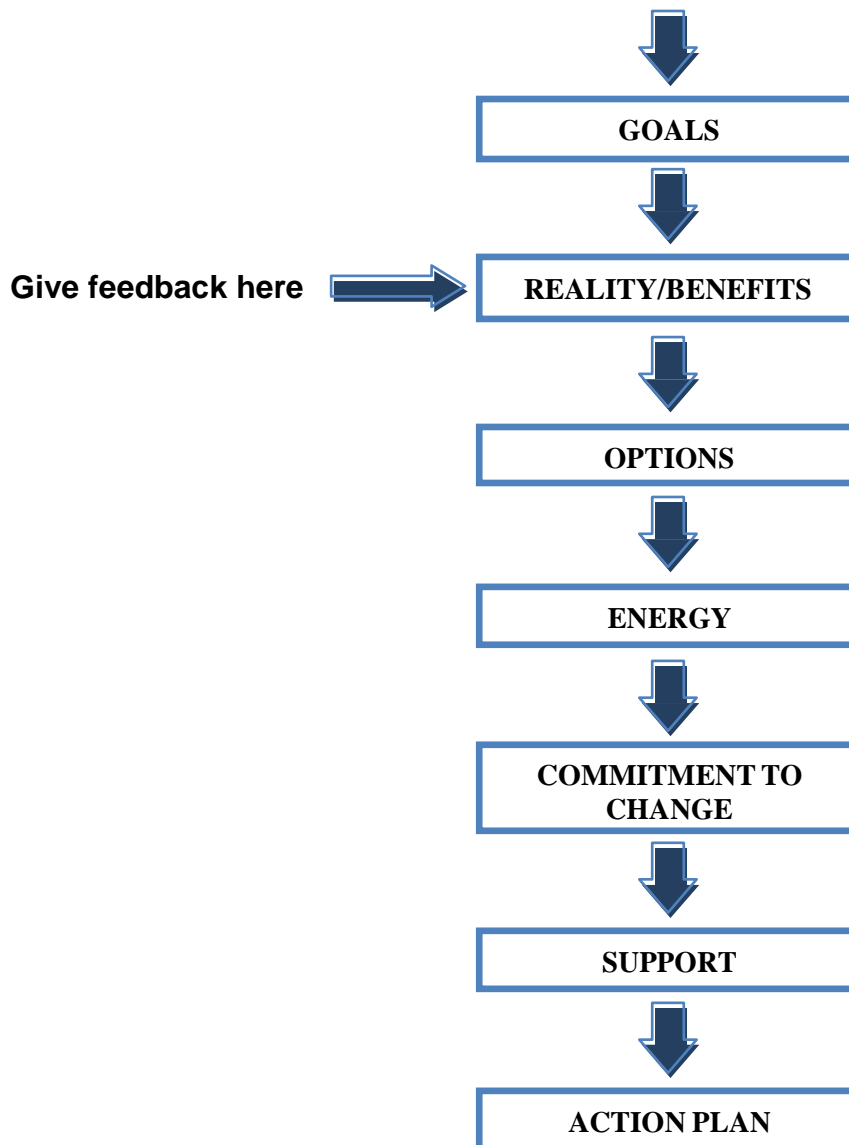
Wrap Up

(Identify specific steps and any obstacles, write action plan)

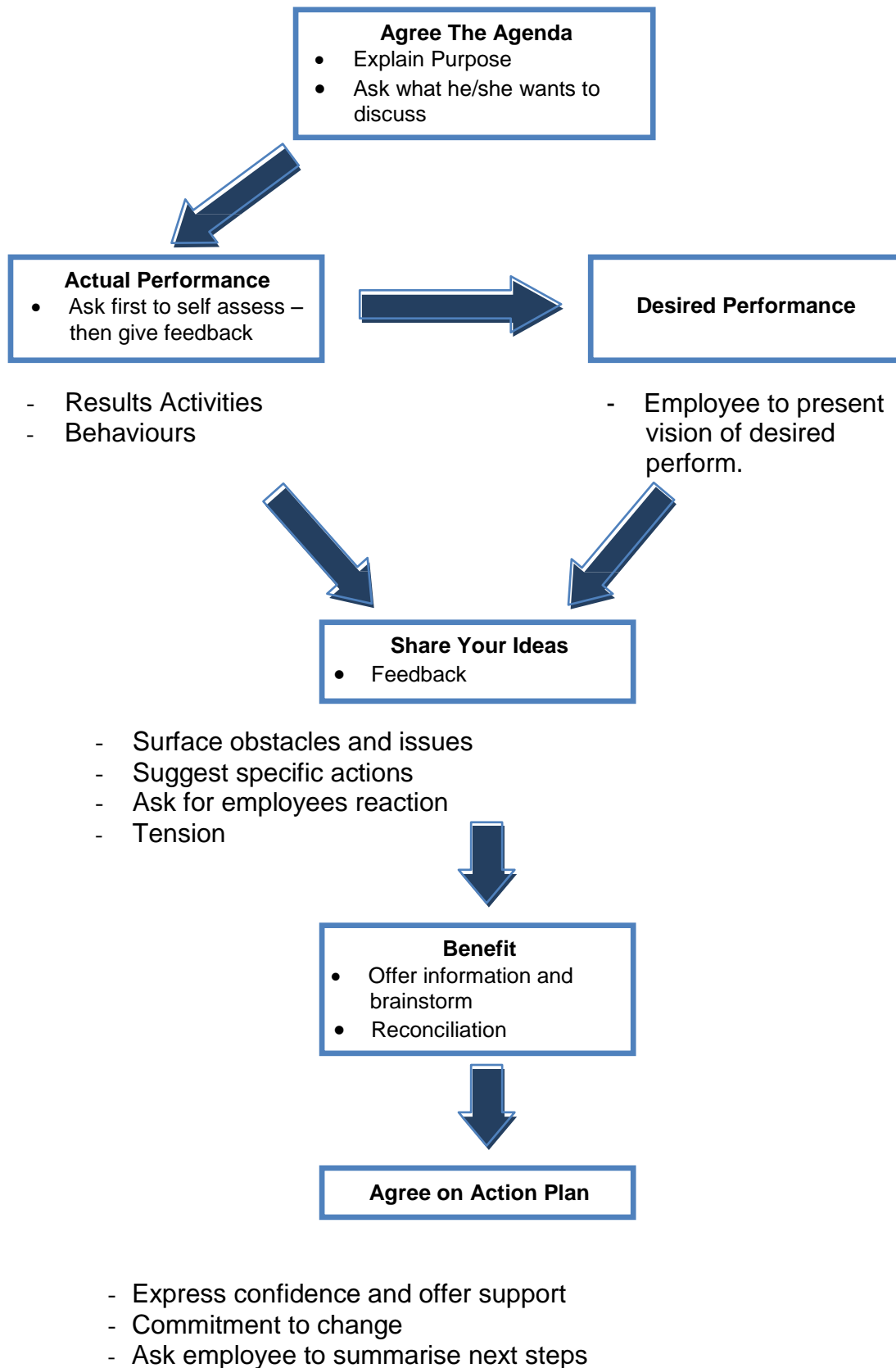
COACHING



DEVELOPMENT OPPORTUNITY



Regular 121 Meeting Structure





MTD, the management training specialists, has been working with a **wide variety of clients** (both large and small) in the UK and internationally for several years.

We specialise in providing:

- In-house, tailor made management training courses (1-5 days duration)
- Open courses (Delivered throughout the UK at various locations)
- Management & leadership development programmes (From 5 days to 2 years)
- Corporate and executive coaching (With senior or middle managers)

We provide a wide range of management training courses and programmes that will enable your new and experienced managers to maximise their potential by gaining or refining their management and leadership skills.

Our team of highly skilled and experienced trainers and consultants have all had distinguished careers in senior management roles and bring with them a wealth of practical experience to each course.

At Management Training & Development Ltd we will design and deliver a solution that suits your specific needs addressing the issues and requirements from your training brief that best fits your culture, learning style and ways of working. Our programmes are delivered when and where you need them!

We believe that training should be fun, highly interactive and provide “real world” practical techniques and methods that you can use back in the office – and that’s exactly what we provide.



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