

Basic principles of coaching: what not to forget	
What a coach does not do	What a coach does
He does not bring his own content (topics, opinions, ideas, advice)	Listens: sees the world through the eyes of a coachee (ALPHA)
He neither evaluates nor interprets	Uses questions to further express the thoughts of a coachee (OMEGA)

The GROW model

- Goals: What would you like to have happen? (both in real life and during the interview)
- **Reality:** How are things going right now? How is it happening now?
- **Options:** What are possible solutions? What can be done...?
- Will: What exactly are you going to do and when?

How to correctly formulate a goal

- **Positively formulated –** the brain cannot stop thinking (one cannot stop thinking of a pink elephant). It is more advantageous to think about what I want rather than what I do not want thoughts turn into experience and action. <u>What do you want instead?</u>
- Under the influence of the coachee I cannot change the attitude of the other but mine only (scale 1-10 <u>How much can you influence that?</u>)
- **Results-oriented rather than activity-oriented** it's more motivating. <u>What does</u> <u>it bring to you?</u> Activity-oriented: I want to come to meetings on time. Resultsoriented: I can rely more on myself. Others can rely on me.

SMART-ER

- **Specific** What specifically...?
- **Measurable** How do you know you already have it? (a concrete example of what is different)
- Achievable How big challenge is that? How big do you want it to be?
- Realistic
- Time-bound When do you want it to happen? (to fulfil the goal?)
- "Ecological" Who will be affected? How will your surroundings be affected?
- Recorded

A few recommendations when asking questions...

- Use open-ended questions (so as to avoid ,,yes/no" reaction)
- Try to avoid the question WHY? it directs attention to the past, there are negative connotations from childhood (we often heard the question in an accusing sense), it may evoke a defensive reaction or the reaction of escape, aggression
- It is reasonable to use the words of the coachee you can avoid (dis) interpretation
- Use verification questions What do you want to work on today? So what is it about?