

Coaching Worksheet

Context

- Determine focus and importance of today's discussion

Clarify

- Seek and share information about the situation/task
- Identify issues and concerns
- Clarify the vision and goals, Clarify the current reality

Create

- Seek and discuss ideas
- Explore needed resources/support

Commit

- Specify actions, including contingency plans if appropriate
- Confirm how to measure progress

Close

- Highlight important features of the plan
- Confirm confidence and commitment