

Employee Coaching Template

THE GOAL FOR EMPLOYEE COACHING

As an employee coach, it is important for you to be clear about what you set out to achieve in your sessions. Here are a few pointers that could outline what they are:

- Helping employees become their better selves.
- Aiding managers and team leaders to connect better with their coworkers and team members.
- Building a better and proactive working environment.
- Helping companies achieve their targets in a better and productive way.
- Offer one-to-one sessions to help build confidence and trust between coach and employee/client.
- Always allow employees to think their answers thoroughly and be focused on their intentions with clarity. The questions asked by a coach will help the employee grow, and for this growth, the need to pace the interviews/question sessions is vital.

QUESTIONS TO ASK EMPLOYEES

When you approach employees with questions, it is best to strategize. One of the most common approaches is the GROW model devised by Racecar Driver and Executive Coaching Pioneer, Sir John Witmore. The GROW model follows Goals, Reality, Options, and Will/Wishes in that order.

- 1 Ask a few questions that can help employees be clear about their goals. These questions will be pertaining to both their long-term and short-term goals. When deciding on the specific goal, the coach will help the employee get a clear image as to what areas they need to focus on. These can be done by asking questions like:
 - a. What is your purpose for partaking in this coaching session?
 - b. What are your goals – long-term and short-term?
 - c. What are your real desires/wishes?
 - d. What outcome are you expecting from your endeavors?
 - e. Why do you have this particular goal in mind?
 - f. What changes are you seeking?
 - g. What are the steps that you are following to achieve your goals?
 - h. Is there any specific benefit you seek when your goals are achieved?

2 Talk about the reality they are currently in. Ask them questions that will help them gauge the distance between reality and their goals better.

- a. How would you describe your current attributions towards the achievement of your goals?
- b. Where are you in your current state?
- c. Did you meet your past goals?
- d. How would you rate your success in terms of endeavors taken by you towards your goals?
- e. Are you happy with your current situation?
- f. Are you planning on changing anything immediately?
- g. Do you have any role models?
- h. How do your coworkers feel about you?

3 Once the goals and the reality are set in order, the next step will be questions that will help the employee understand the ways they can take to overcome any hurdles in their reality to achieve their goals. The questions that will help are:

- a. Do you know the options that you have?
- b. What should be your steps, according to you?
- c. What should be your first step towards the fulfillment of your goals?
- d. What are the changes you need to make?
- e. Why do you think the current approach is not working?
- f. What are the ways that have worked in the past?
- g. Which parts do you think offer the bigger challenges?
- h. Do you know anyone else in the same situation?

4 The last part is to help the employee find the commitment they require towards their need to achieve their set goals. This will also enable the coach to help the levels of dedication in the employees better. The questions to ask are:

- a. What should you do right now?
- b. When do you plan to start?
- c. How motivated are you feeling right now?
- d. How will you rate your intentions?
- e. What do you need to do in order to reach the highest number on your scale?
- f. What is the obstacle you feel you will face?
- g. How do you plan to tackle them?
- h. Is there anything else you need to do right now? Any certain changes that will help you start your journey immediately?

ENGAGING IN BETTER WORKSPACE CULTURE

The primary source for a successful employee–company relationship is to create a workspace atmosphere that will help the workers have a tendency towards growth. Think of a plant growing. Your employees are the plants that will help your company achieve the fruits of success. In order to achieve so, the employees have to be in that positive and nourishing environment. The steps to achieve these are:

- Focus more on training and routine onboard meetings. This will help the employees stay updated with the company requirements and develop better skills.
- Have open-end discussions with employees. This will help them be more engaged and invested in the company goals along with their goals.
- Have more collaboration work among workers. When a company runs, they need to have all the employees on board with the journey. Having mutual trust and respect amongst workers will help smoothen the journey.
- Have more team-building seminars and office parties for employees. Have them bring their families to strengthen the bonding.
- Have some special days like 'wear your favorite outfit day' or 'bring your pet/child to work day' to encourage more employee engagement.

ACTIVITIES TO PERFORM BY EMPLOYEES

This section is all about helping employees reach their personal positive space that can help them stay self-motivated and be more proactive in the workspace. A coach can suggest various activities to be performed by the employee as part of their growth journey.

These activities include:

- Maintaining a journal that will help them introspect.
- Have a planner and start the day with an affirmation towards the goals they plan to achieve.
- Focus on one goal at a time. If they are focusing on appraisal, promotion, and a transfer, they need to focus on the most important goal first.
- Make slight changes in their daily habits.
- Read five books about changing their perspective towards their goals.
- Become a better listener at the workplace.
- Learn better time management.

THINK ABOUT PERSONAL GROWTH

Employees have their own personal growth to focus on along with their professional goals. The coach can help the employee balance both these aspects. In order to do so, the coach needs to be on the same page as the employee. Here, a one-to-one meeting can help the employee have a better understanding of their current situation.

The questions that will help are:

- How would you rate your current performance?
- How do you feel currently?
- Do you feel the quality of your work has become better or stagnant?
- Do you know how to become better at your productivity levels?
- How do you feel about your current project?
- Do you have any personal insights about the project?
- Can you suggest changes that you feel will make the project become easy to manage?
- What do you think is causing you to not be your best self?
- What are the factors that you think are affecting your progress?
- Are there any confusions about the way you are planning to complete the task?

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