



The Definitive List of Coaching Questions

**100 Questions to
Maximise your Conversations.**

Why?

At Well Prepared Training we like to keep things simple, effective and business focused.

When it comes to coaching conversations, we know there's a lot to remember.

We've prepared this definitive list of 100 questions to help you get the most out of your interactions.

How?

We think these questions will help you but don't be afraid to add in your own language and tailor to the person you're with. There's nothing more important than the connection you make whilst coaching so make sure to engage with your coaching client wherever you can.

The Coaching Model.

We use the GROW coaching model to guide our discussions but remember a model shouldn't deter you from exploring other conversation areas in your conversations. Using a model is a great way to keep some structure and keeps the conversations moving in the right direction.

If you haven't seen it before the model is super simple and is detailed below.

The GROW Model.



Setting the Goal.

When you coach someone, they need to have a goal in mind. It is your job to help them identify, set and plan towards the goal.

Questions

- So, what's the goal for today?
- What are you trying to achieve?
- What's the change you'd like to make?
- What kind of coach do you need me to be to get the best out of you?
- What is your overall goal for the coming months?
- What would you want to have achieved in 12 months' time?
- What is the biggest challenge in the upcoming year?
- What are the most important priorities for the year ahead?
- What would make this coming year a success for you?
- What would make this project a success?
- Why do you want to achieve this goal?
- What will achieving this goal give you?
- How will you feel if you don't achieve this goal?
- Why is this important to you?
- On a scale of 0-10, how serious are you about achieving this goal?
- Why did you choose this particular goal?
- What's the benefit of achieving this goal?
- What's the end result of achieving this goal?
- Why is achieving this goal a must for you?
- Is this a "should achieve" or a "must achieve" goal?
- Imagine your goal is achieved; please describe what it would be like and the impacts of it.
- What will achieving this goal allow you to do?
- How will taking action towards this goal impact other people?
- What are the impacts if you do not achieve this goal?
- What would the benefits be if you achieved this goal?

Points to consider to ensure they set a SMART goal.

Is it specific? Is it measurable? Is it achievable? Is it realistic? Are the goals set with realistic timescales?

Understand the current Reality.

When you coach someone, you need to gain an understanding of what the current situation looks and feels like. This will help you coach and help them to focus on the state of play as it is right now.

This step is helping you and your client to gain awareness of the current situation. It is important that your client tries to describe the situation as objectively as possible. This phase shouldn't be about assumptions and thoughts but more about facts. The client describes their current reality and not the imagination of a situation. This is often a big lightbulb moment where the next steps suddenly become obvious to both you and the coaching client.

Questions

- What do you need to improve at the moment?
- Where are you right now?
- What is happening towards your goal now?
- What steps have you taken towards your goal?
- What's missing from your work life right now?
- What is working well right now?
- What are you putting up with right now?
- What are you tolerating right now?
- Where are you now in relation to your goal?
- What issues are you currently facing?
- What successes have you already had?
- What challenges are you currently facing?
- What isn't working for you right now?
- What's in the way of your success?
- What progress have you made so far?
- What have you already tried?
- What do you need to be doing more of?
- What do you need to be doing less of?
- What are you excited about right now?
- If you could wave a magic wand at work, what would you wish for?
- What could we work on that would make the biggest difference right now?
- Where are you now and where do you need to be?
- Is there anything you have been avoiding doing?
- Is anything blocking you from working on your goal?
- What's an easy win?

Understand the Options.

When you coach someone, you need to help them explore the options to help them achieve success. This will help you coach and help them to focus on moving forward and taking action.

Once you and your client know where they are and where they want to go it's time to explore and evaluate the options. The next step is to find out which of the options is feasible and will have the highest possibility of being successful. Options could be behaviours, actions or decisions that lead the client towards the goal. Let your client brainstorm and create a long list of ideas that come to mind.

Questions

1. What are your current options?
2. What would work best for you?
3. What options do you have for moving forward?
4. How are you going to achieve this?
5. Which decisions do you need to make?
6. Which choice is the easiest?
7. Which choice is the hardest?
8. Which choice do you like best?
9. Which choice do you like worst?
10. What do you think you need to do next?
11. What do you achieve by making that decision?
12. Which choice has the biggest pay off?
13. Which choice has the biggest pay off but is most risky?
14. Which decisions or choices have you avoided making?
15. What decision would you take if you knew you couldn't fail?
16. Which decision would be the easiest to take?
17. What does your gut feeling tell you about each option?
18. What's the upside of each option?
19. What's the downside of each option?
20. What's the first step you could take?
21. What small step can you take now?

22. What options are available to you?

23. In an ideal world what steps would you take for you to achieve your goal the quickest?

24. What have you tried in the past? What worked and what didn't work?

25. What advice do you think I would give you and why?

Understand the Will to Achieve the Goal.

When you coach someone, you need to gain commitment about what they will do next. This will help you coach and help them to move forward and take accountability for their actions.

This is the final stage of the GROW model. After defining a goal, describing the situation and weighing up the options with you it's time to take action. It all comes down to action and commitment of the client, because without that the three prior stages have no value. You and the client need to establish a clear plan of next steps.

Questions

- How are going to go about it?
- What do you think you need to do right now?
- Tell me how you're going to do that.
- How will you know when you have done it?
- Is there anything else you can do?
- On a scale of one to 10, what is the likelihood of your plan succeeding?
- What would it take to make it a 10?
- What obstacles are getting in the way of success?
- What roadblocks do you expect or require planning?
- What resources can help you?
- Is there anything missing?
- What one small step will you take now?
- When are you going to start?
- How will you know you have been successful?
- What support do you need to get that done?
- What will happen (or, what is the cost) of you NOT doing this?
- What do you need from me/others to help you achieve this?
- What are three actions you can take that would make sense this week?
- What would you advise someone else to do in this situation?
- What is stopping you taking action?
- How will you feel once you take the first step?
- Is there anything else you are avoiding?
- What one thing could have the biggest impact next?
- If you looked back on this in a years' time what would you regret not doing?
- If you were coaching me, what advice would you give?

What's Next?

It's time to start the coaching conversation!

Practice on someone you know first if it's your first time.

Coaching is great skills because you do not have to be the expert. Your job is to help someone work it out for themselves and make a plan to get there. We challenge you to use these great skills in both your work and personal life.

If you're already experienced, then try using our definitive list in your next session and see what different paths the conversation can take with some brilliant questions to help you.

Remember, the coaching client needs to click with you so it's important to use these great questions to help you but always put your own style, personality and language into what you talk about. A genuine connection helps goals get achieved.

At Well Prepared Training we can help with coaching at all levels of the organisation from first timers learning the basics to 121 coaching with business leaders looking to change the culture of their business.

If you think we can help you then click here to visit our website and start the conversation.

<https://wellpreparedtraining.com/>

