

IFLA Coaching Session Guide

Step 1: DEFINE 2 minutes	Help the coachee define the problem and the focus of the coaching conversation
	Coaching Questions
Big problem, challenge, goal	What would you like to discuss today? What does the desired result look like?
Conversation Goal	What do you want to focus on for the 20 minutes we have together?

Step 2: AWARENESS 4 minutes	Help the coachee develop a deeper awareness of the problem
	Coaching Questions
Current Situation	What have you done so far towards accomplishing this goal?
Obstacles	What is getting in the way of you proceeding?
Knowledge & Experience	What strategies have you used in the past to solve a similar problem?
Importance	How will achieving this goal benefit you and/or others?

Step 3: SOLUTIONS 6 minutes	Help the coachee focus on solutions
	Coaching Questions
Challenge Thinking	What have you not tried yet?
Identify Options	What are your options?
Impact	What happens if you do nothing?

Step 4: PLAN	Help the coachee create a plan for moving forward
6 minutes	Coaching Questions
Choose Option	Of all of the options and ideas you came up with, which one do you think will best help you meet your goal?
Specific Steps	Describe the specific steps you need to take to get to the desired result.
Timeline	What will you do and by when?
Help & Resources	What supports will you need to accomplish these steps? E.g. people, money, time
Barriers	What obstacles might get in your way? How will you overcome them?
Commitment	What are you committed to doing? How will you hold yourself accountable?

Step 5: WRAP-UP	Help the coachee be ready to take action
2 minutes	Coaching Questions
Review Conversation Goal	Do you feel that we have accomplished the goal for today's session?
Check for Understanding	Do you have all of the information you need to get started?