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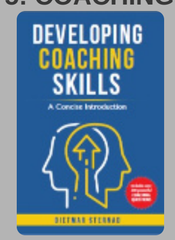
Chapter 5: COACHING TOOLS



Tools for raising a coachee´s self-awareness

- Personality profiles
- Strengths profiles
- Team roles tests
- Feedback from others
- Self-reflection exercises
- Reading books

Motivational interviewing (MI)

- A conversation that strengthens the coachee´s motivation and commitment to change
- Communicating the motivation to change raises the chance of actual behavior change
- **MI process**
  - 1. Focusing
  - 2. Evoking
  - 3. Planning
- Use a decisional balance sheet

The transtheoretical model

- Predicts how people change their behaviors by gradually moving through five stages
- **5 stages**
  - 1. Precontemplation: Not yet ready for change
  - 2. Contemplation: Getting ready for change
  - 3. Preparation: Ready for change - concrete action plan
  - 4. Action: Changing the behavior
  - 5. Maintenance: Actively sustaining the new behavior

Goal setting

- Distal and proximal goals
- Outcome goals, approach goals, avoidance goals
- Performance and learning goals
- Complementary and conflicting goals
- Goals that represent the coachee´s interest / the interest of others
- **Goal hierarchy framework**
  - 1. End goals
  - 2. Performance/learning goals
  - 3. Concrete action

Reframing

- Changing one´s point of view on a problem situation
- **Strategies for reframing problems**
  - Missing contextual factors
  - To pursue a different proximal goal?
  - What lies within the coachee´s influence?
  - The coachee´s role in creating the problem
  - Get an outside view
  - Perspective-taking

Action memo

- A tool for keeping a coachee focused on goal-oriented action between coaching sessions
- Contents of an action memo
  - Tasks to complete (and due date)
  - Purpose behind the tasks
  - Potential obstacles
  - How to overcome obstacles