

Coaching Conversation Guide for team members

Learning on the job is one of the most important ways that you can develop your capabilities.

PURPOSE: To build skills and competence

HOW LONG: 10 to 30 minutes

HOW OFTEN: Whenever you need on-the-job learning

The GROW framework provides a useful structure to follow:



Permission to use the GROW Model granted by Performance Consultants International and the estate of Sir John Whitmore

Working through GROW

Useful areas to consider

G: To set the Goal

- What is your aim or the outcome that the coaching needs to achieve? In on-the-job coaching, this is often a preset and specific target. In other cases, you may be able to set the goal yourself.

What is the aim?

What would you like to achieve?

R: To explore Reality

- What drivers will help you to succeed, such as your skills and knowledge?
- What obstacles might get in the way?

*What **skills and knowledge** do you already have?*

*How **motivated** do you feel about this goal?*

What else might be getting in the way?

What else will help you with this goal?

O: To explore Options

- Explore your choices for action.
- In more complex situations, use a 'brainstorm' approach to give you as many options as possible.
- See challenges as opportunities to learn.

What choices do you have? What else could you do?

What are the advantages/disadvantages of each option?

What help do you need from others?

What if you could overcome any obstacles?

W: To confirm the Way Forward

- Confirm the plan.
- If you feel uncertain, go back over the earlier GRO steps to reset the goal so that it's more achievable.

Which option do you want to take forward?

What will be your first step?

When do you aim to complete the goal?