



SELF-COACHING STARTER KIT

From Objective to Decision

Co-create | Accelerate | Grow

USER'S GUIDE

The Self-Coaching Starter Kit - from Objective to Decision – equips you with a simple and effective approach to exploring and creating new solutions to your current and future challenges. You will accelerate the achievement of your goals and the success of your projects with targeted questions, organized in a simple and effective structure. New possibilities are created to move forward.

First start to experiment the Self-Coaching Starter Kit with yourself. Discover questions that inspire you.

Then, apply your new insights and use the kit with others.



How to use the Self-Coaching Starter Kit?

THE KIT IS ORGANIZED INTO 6 SECTIONS:



OBJECTIVE
Orange cards help to better target your goal.



REALITY
Purple cards facilitate the analysis of the current situation.



OPTIONS
Turquoise cards foster exploration and reflection on potential solutions.



DECISION
The green cards help identify the next steps and the decisions to be made.



CONCLUSION
The magenta cards are designed to foster commitment and bring the coaching to a positive conclusion.



REFLEXION
The blue cards help to reflect on key insights and identify key take-aways from the coaching.



Elevate your leaders and unite your teams.

Co-create | Accelerate | Grow

This kit has been printed according to environmental standards. Paper is made from responsibly sourced wood fibers and vegetable-based inks.

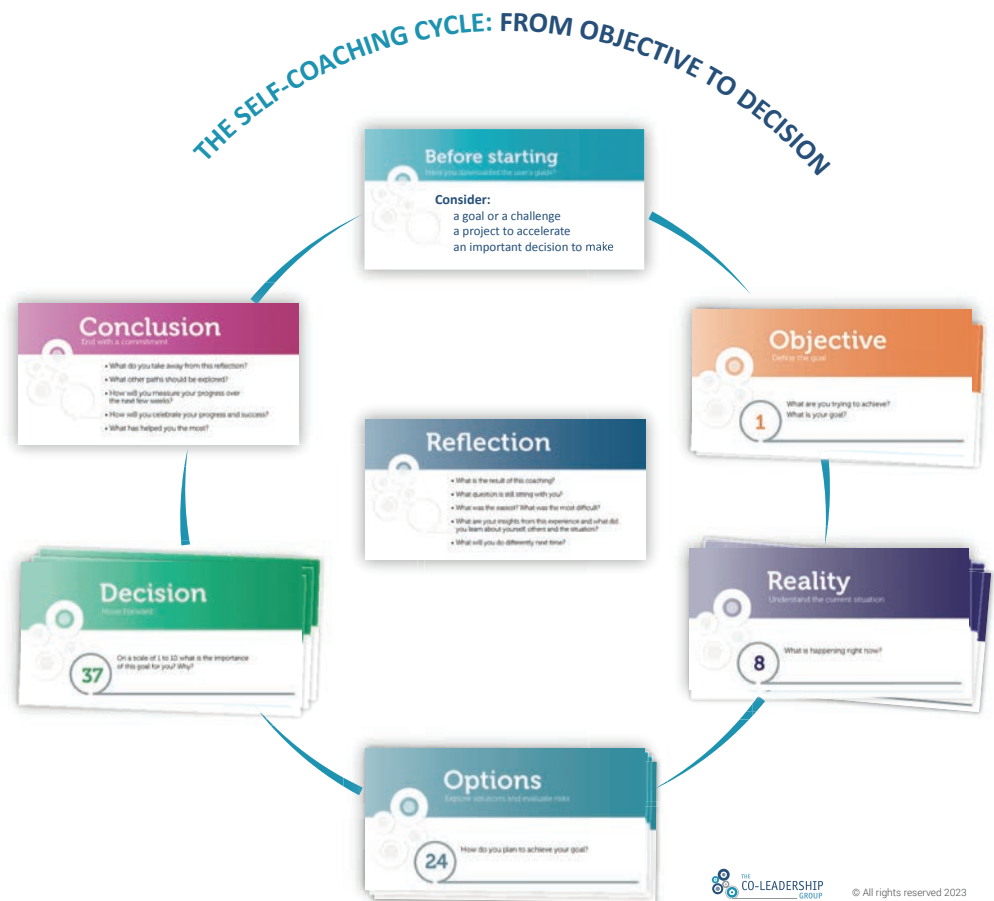
The Self-Coaching Cycle: from Objective to Decision

1 Choose
a note-taking tool (pen and paper, tablet, e-tool, etc.)

2 Reflect upon:
an objective to accelerate
a project to achieve
an important decision to make.

This can also be a situation that presents a real challenge to you in the short or medium term.

3 Divide the cards into six (6) packs and place them in a circle as shown in the graphic on the right. This is the self-coaching cycle.



4 Read the cards
and select the questions that are most relevant to your goal.

5 Keep only
the cards that will help you find solutions (especially those that you have never imagined).

6 Now think
about the questions on these cards.

7 Write down your answers.

8 Which cards
activated your thinking and opened up new possibilities for action?

9 If you wish to refine
your thinking, start the cycle again, keeping no more than two cards per pack.

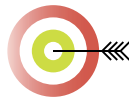
10 Now you have the most significant questions for finding solutions.

10 WAYS TO USE the Self-Coaching Starter Kit

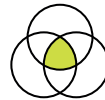
1. **Self-coach:** to step back from challenges, ask questions and find solutions.
2. **Guide** a group coaching session.
3. **Prepare** an individual coaching session.
4. **Support** and peer-coach each other.
5. **Facilitate** a team workshop to accelerate the implementation of projects.
6. **Prepare** a development discussion.
7. **Get ready** for a mentoring session (mentor or mentee).
8. **Stimulate** questions in Codevelopment Action Learning (step 2).
9. **Ask** a question at the beginning of a workshop or team meeting.
10. **Equip** your team with a co-leadership practice.

ASK FOCUSED AND POWERFUL QUESTIONS

One of the challenges in coaching is to ask open questions that give momentum to move forward. We often have the habit of giving advice too quickly or asking closed questions that suggest solutions (e.g., "Have you ever tried to do...?").



OBJECTIVE QUESTIONS to understand facts and key information.



REFLECTIVES QUESTIONS to understand reactions, feelings, and need.



INTERPRETIVE QUESTIONS to provide meaning, establish relevance or importance, and assess implications.



DECISIONAL QUESTIONS to identify potential outcomes and amplify action.

The Self-Coaching Starter **KIT** includes different types of questions

COACHING TIPS

How to use the cards in a one-on-one coaching conversation

Be transparent. Share that you are going to experiment with a new and more playful way of coaching.

Structure your coaching:

- a. with the same approach described above; or
- b. by selecting only a few cards from each of the packs; or
- c. by offering a Self-Coaching Starter Kit to your coachee.

Choose the right place and time for the coaching conversation.

Choose a time and place that is convenient for reflection. Ask yourself the following questions:

- **When would** I be most open to thinking and finding new solutions?
- **If I use this Self-Coaching Starter Kit** during a coaching session, **when can we both listen and be the most attentive?** At the office? Over a coffee? In a meeting room? On the phone? On a video call? Somewhere else?

Seek to understand before being understood

What do you know about the coachee?

How will you develop a relationship of trust?

How will you start the coaching to foster a connection?

Learn from each conversation

After each coaching session, ask yourself the following questions to gain new insights as well as continuously learn and grow:

How was the conversation?

What is the result of this coaching?

What is your understanding of the objective and action plan?

What was the easiest?

What was the most difficult?

What listening techniques and questions had the most impact?

What will you do differently next time?

KNOW YOURSELF

Evaluate your communication skills using this self-assessment






During a discussion, I tend to:

YES NO SOMETIMES

1. Interrupt, or cut people off			
2. Doing something else while the person is talking to me			
3. Prepare my answer while the other person is talking			
4. Give easy advice			
5. Talk instead of listening			
6. Neglect to ask questions to better understand			
7. Be judgemental or self-righteous. Try to teach lessons			
8. Change subjects before the other person has finished their idea			
9. Judge. Criticize. Attribute blame			
10. Speak only of content or facts, and neglect emotions			
11. Focus the attention on myself			
12. Make jokes, or diminish topics			
13. Give orders. Control the situation. Be threatening or intimidating			
14. Give mixed messages			

If you've answered "No" or "Sometimes" several times, ground yourself in the things you already do well. Next, set a real learning intention for yourself - How will you build trust in this coaching conversation? Read the list of communication techniques above to build trust with your coachee.

USE THE 10 communication TECHNIQUES to build trust

	Encourage participation and dialogue (not a monologue)	Develop your curiosity about the other person (what am I learning?)
Limit early judgment		Ask in-depth questions and ask for clarification
Be comfortable with silence	Guide and paraphrase	Rephrase what you have heard 
Reflect the other's feeling		Reframe and refocus the discussion as needed respectfully, while maintaining the integrity and self-confidence of the coachee)
	Take time to ponder and avoid thinking about immediate solutions	

Dare to experience coaching differently!



Try the Self-Coaching Starter Kit with yourself!



Pilot the Self-Coaching Starter Kit with someone you trust!



Dare to experiment the Self-Coaching Starter Kit, with a group who wants to experience a new way of coaching.



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Montreal, Canada is our home base. The globe is within our reach! We offer collaborative, strength-based coaching journeys for leaders and their teams. These journeys are aligned with their business reality and needs for concrete and meaningful results. For more information: www.coleadershipgroup.com

To purchase Self-Coaching Starter Kits: <https://coleadershipgroup.com/tools/>

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