

FOOT STEPS APPROACH

FOCUS Session Focus & Outcome (Have, Do, Be, Feel)

OUTLOOK Relevant history & information

OPPORTUNITIES Untapped & underutilized resources & strengths

TEST Observations & Assumptions

STRATEGY Direction/strategy for coaching session

TAKE ACTION In-between session action steps

EVALUATE Coaching session feedback EVALUATE Client's actions & accomplishments

PROGRESS Forwarding and/or releasing

SUSTAIN Process, learning & successes

FOOT STEPS EXAMPLE QUESTIONS

FOCUS

- What would you like to focus this session non?
- What would you like to work on?
- What would be the most valuable use of our time together?
- It sounds like you want to accomplish.....with your time today? (reconfirm)

- What would you like to have as a result of our coaching session?
- What would you like to be able to do after our coaching session?
- How would you like to feel as a result of our coaching session?
- Who would you like to become as a result of our coaching session?

- What makes this goal important to you?
- How might accomplishing this goal today affect you and your situation?
- What is meaningful for you about this goal?

- What you've just shared is that you'd like to focus on And, as a result of today's conversation you will havein place. Am I missing anything?
- OK, let me make sure that I am clear. Today's session is devoted to you..... And from our time together you'd like to Am I on track?
- Before we jump in, let's make sure we are both on the same page. You want to focus onand by the end of our session you will have accomplished..... sound right to you?
- Also what I am hearing is this is valuable to you because

- It sounds like you want to explore several things.... You mentioned x, y, and z
- Which one of these would you like to start with?
- Which is most important for you to focus on?
- Would you like to allocate time for more.....
- I'd like to check in for a moment. It feels like our conversation drifted a bit. You said you wanted to focus on x, and we are now talking about y. Where would you like to continue the conversation?
- May I recap for a moment?
- What I am hearing is Can you help me to understand the connections between what you've just shared and your original goal for this session which was.....

OPPORTUNITIES

- What do you feel you need to focus on to accomplish this goal?
- What do you feel I need to know to support you in this process?
- What is in place right now in terms of your goal?
- What has yet to be leveraged to create positive momentum?
- What has already been attempted?
- Seeing your good efforts bring about the results you were hoping for must have felt great. Can you say more about how you are feeling about your success so far?
- What have you done in the past that might be similar to this or that might help you here?
- What resources do you have in place right now related to this goal?
- What knowledge or skills do you already have that could apply?
- Where might you find the answer to that question?
- What do you know that might hold the answer?
- If you were to offer others wisdom about this topic to someone else, what might you say? How might that apply to you?
- From what you are saying, I am hearing a lot of ways you've already been resourceful.....in the part of your life....

OBSTACLES

- What's preventing you from acting on these feelings/insights?
- What do you need to accomplish this?
- What's missing from our conversation that should be talked about?
- What's stopping you?
- What do you believe is the reason this is happening?
- What do you believe lies beneath your challenge with this?
- What do you fear the most about making these changes?
- What makes you believe this is the only possible outcome?
- What do you feel you need in place before you can make these changes?
- What will happen if you do nothing?
- How would this impact you, if your worst case scenario evolved?
- What do you need to feel safe to make a move? What else?
- It sounds like what you don't want is x, what would be the opposite of x?

- What might be a positive outcome from this situation?
- What will you gain from taking these action steps?
- What will be even better in your life after this is over?
- Who will you become as a result of these changes?
- What's the best possible outcome that can happen as you move forward?
- What could result that is even better than just having this goal accomplished?
- What will accomplishing this goal allow you to do that you can't do right now?

TEST

- As your this, what's come up for you?
- What are your learning right now about yourself? Your situation?
- Checking in with yourself and your body, what are you noticing?
- What have you learned from our conversation thus far?

SHIFT TO SOLUTIONS

- After reflecting on the conversation thus far, where you would like to focus the rest of our conversation?
- What else do you feel to be looked at?
- I m hearing x,y,z and what I'm wondering is where you want to go from here?
- What would be the best way to spend the remainder of our time today?
- How are you feeling about our session thus far? Are you ready to create a plan and start thinking about action steps?
- What's your strategy to accomplish your goal?
- How are you feeling about your progress? Are you still on track?

TAKE ACTION

- Would it be a good time now to explore what might be your homework?
- Would you like to start a to do list?
- What might you do before our next session?
- As I here you say.....is that something that might go onto your action list?
- What's your first action here?
- How might you take what you are learning out into this situation?
- What's most important for you to accomplish next?
- How might you track your success?
- What might you do to remain accountable toward your chosen action steps?
- What structures and tools might help you to stay on track?
- What does accountability look like for you?
- How will you stay on track?
- What might you need to remain accountable to your goal?

EVALUATE

- How do you feel about your progress?

- As you look back on this past week, how would you rate your commitment to yourself?
- On a scale of 1 to 10, what would you give your efforts?
- How might you shift your approach?
- Are you still feeling on track with your desired outcome?
- How are you feeling about your success?
- How might the coaching process support you better in your progress?
- How might I be even more effective as your coach?
- What worked? What could have been even better in today's session?
- I'd like to improve my coaching skills, could you give me some tips on how I could be even more effective with our time together?

PROGRESS

- Reviewing our goal from last week, what have you accomplished?
- What are this week's wins?
- What are you celebrating today?
- What was accomplished and what wasn't?
- How else might this task/action be accomplished?
- What might be getting in your way?
- How else might you approach this?
- How might I support you to work through this obstacle?
- What promoted success and what got in the way?
- How do you feel about your progress?
- How might you stretch yourself?
- What support might you add to make your progress even more effective? Fun? Easy?

SUSTAIN LEARNING

- As you reach your goal, what have you learned thus far?
- What are you discovering that might help you in other parts of your life?
- What lessons learned are you going to hold onto?
- What enabled you to do all that you did?
- What will you do to celebrate your success?
- How might you reward yourself for your good work?
- What have you learned as a result of accomplishing this goal?
- How might you apply this information to other parts of your life?
- What lessons would you share with others about how you accomplished what you did?
- What made you successful? What else?
- What strengths and capabilities did you discover?
- What do you believe about yourself now that you may not have believed before?
- How do you see yourself now that you have accomplished your goal?
- Who have you become as a result of this journey?
- What 5 things might you take away with you right now?

FUTURING AND ECOLOGY CHECKS

- Does this feel balanced or out of balance?
- Is this healthy or unhealthy
- Does this enhance your life? Or does it create limitations?
- Does this empower or disempower me or others?
- Does this increase my resourcefulness or make me less resourceful?
- Does this bring out my best or sabotage my efforts?

1. Gather sensory information for visualization

- What do you:
 - See
 - Hear
 - Feel
 - Notice in your body
 - Hear other people saying to you
- By what day, year, time would you like to have accomplished this goal?

2. Step into the client preferred future

- If you feel comfortable close your eyes.
- You may also move into soft gaze. I'd like to invite you to step into your preferred future as if it were already true.
- It's(date) and you've accomplished your goal of.....
- You are..... (describe visually what they are seeing) paint a visual picture for them
- You hear..... (reflect back internal dialog, environmental noises and/or what other people are saying)
- You feel..... (reflect back what the client said they would be feeling and any bodily sensations)

3. Ecology check

- From this new place in your life, what else are you noticing?
- How are you feeling right now?
- Anything coming up that needs your attention?
- If you were to look back at the road you take to get here, what was your first step? Next step?
- It sounds like this is very important to you. On a scale of 1 to 10 how motivated are you right now? What would make it 10?

A TO Z OF QUESTIONING TECHNIQUES

Accountability

- How will you hold yourself accountable?
- Who else might help you to be accountable to yourself?

Advancing

- What's next?
- How will you do that?
- What will get you started?
- What is important for you to do to keep moving?

Asking Permission

- Can we talk about it?
- May I share a few observations with you related to ...?
- Would that be a value to explore? Would that be ok with you?
- May I tell you what I noticed when you said ...?
- Is it alright for the conversation to go further into this issue?

Chunking (regrouper)

- When it comes to....., what are the various parts of this project that you'd like to focus on?
- How could you break up your grand vision?
- If you were to chunk your vision down into a smaller parts, what would that look like?

Commitment

- On a scale of 1 to 10, how committed do you feel?
- What would make that number even higher?
- Raise your hand to show me how committed you are to this project (usually body language)
- Check in with yourself for a moment. How committed are you to finishing up

Bottom Lining

- I can sense this is important to you, what do you feel is the essence of the story?
- Underneath everything you just said, what might be the issue you facing?
- What do you believe is behind this pattern?
- Tell me, what do you believe is the bottom line?
- It sounds like you, what do I need to know to support you this?
- It feels like this was for you. What are you taking away from this?

Clarifying

- I think what you are saying is..... Am I correct in understanding you?
- You shared some really valuable information just now. I am hearing a theme around x and y, and that you want z. Is this true for you?
- I believe I understand you. You want..... Am I accurate here?

Challenging/Stretching

- What would be a big stretch for you?
- What do you consider beyond your ability? Is it really? What would happen if you tried?
- How could you raise the bar for yourself?
- What might be an even bigger goal? What is the highest you could aspire to?

Criteria

- What is most important for you in this decision?
- What is next on your priority list?
- What are your top 3 reasons for making this choice?
- What are factors related to this choice?

Decision Making

- Which option feels best to you?
- What would you choose if you had to decide today?
- What do you feel is the best choice for you?
- Checking in with your gut, what are you learning towards?
- What does your heart have to say?

Encouragement

- I may not feel like it right now, but from what you've shared thus far you have a lot of skills in this arena. What might you try next?
- I am sensing this is difficult for you to be here. What have you tried in the past when you've found yourself in this place?
- You sound really surprised by this. Can you think of time when you were more in the flow?
- In our last session you mentioned that you were master of handling the tough stuff. What are your ideas for moving forwards?

Exploring (opening – opportunities)

- What else might be useful to know?
- How do you imagine that might be accomplished?
- Where else might you look for that?
- Where do you think one might find that experience?
- What might I need to know to support you in this situation?

Futuring

- Imagine for a moment that you are in the future. Your goal now accomplished. What did you do to get there?
- Picturing yourself in the future, having achieved this goal of..... what do you notice about yourself? What have you done to make it happen? What else do you notice?

Mapping/Planning

- What is the best way for you to organize the details of your process / plan?
- What structure or tools would be useful for you in this situation?
- What other ways might you help yourself to stay on track?