

## Template for Reflective Coachee Conferences

Consider using the following format when you want your coachee to reflect on his or her own learning. Having a script helps you stay on track and deal with issues if any come up during the conference. Ask questions to help the coachee review what happened in the lesson, school year, or other observed event.

*“In general, how do you think the year went?”*

*“What were your thoughts in relation to the event (or school year or lesson) I saw?”*

*“What are your overall impressions of the event (or school year or lesson)?”*

*“What do you think are the major events that shaped your goals?”*

Ask questions that help the coachee identify things that went well and things that didn't go so well in the lesson, school year, or observed event.

*“What specifically happened that told you the event (or year or lesson) was successful?”*

*“What indicators did you use to form your impression that the event (or year or lesson) was successful (or unsuccessful)?”*

*“If you could label two or three things that you used to draw your conclusions about the success of the event (or year or lesson), what would they be?”*

*“How do you know that you were successful (or unsuccessful)?”*

*What indicators did you draw on for your conclusions?”*

Ask the coachee to share what he or she observed that provides evidence for the event impressions.

*“Why do you think things turned out the way they did?”*

*“What do you think caused the outcome that you observed?”*

*“What was the impact of that event (or statement, strategy, and so on)?”*

*“What did you see as a result of what you did?”*

Ask the coachee to share what he or she learned from the experience and how he or she plans to use this learning in future situations.

*“In this conference, we talked about a lot of ideas. How will you use what you've learned in similar situations?”*

*“What did you learn as a result of our discussion? How will you use that learning?”*

*“How will your plan use what you learned to avoid this kind of situation in the future?”*

*“How do you plan to change as a result of what you learned today?”*

Ask the coachee what you did as a coach to help him or her and how you can improve your coaching.

*“How has my coaching assisted you in the process of examining your performance?”*

*“What did I do to help you? What did I do that got in your way?”*

*“How do we want to refine the coaching relationship for the future so you can continue to grow and learn?”*

*“What did I do that assisted you in examining your professional practice? What do I need to refine as a coach for the future?”*