**Next Steps**

*Coaching skills are not easy to develop. Coaching is a privilege*.

|  |
| --- |
| Practice one committed listening skill with a trusted friend, family member, or colleague:   * Listen for the essence of what is said or not said * Allow time for silence after someone speaks with you * Avoid unproductive listening (judgment/criticism) piggybacking, inquisitive listening, problem solving) * Listen without obligation to act * Begin using your committed listening skills with your staff * Paraphrase what others say to you |
| As you continue to develop your committed listening skills, and powerful speaking skills to your repertoire   * Prepare for coaching conversations by clearly articulating for yourself the goal of the conversation * Intentionally choose words at the appropriate level, avoiding promise or ‘I have to’ phrases unless appropriate * Avoid advise * Ask open-ended questions (What? rather than ‘do you’). * Express positive intent about the other person thorough your open-ended questions |
| Continue to practice your committed listening and powerful speaking skills and add reflective feedback   * Form an intention to develop and maintain trusting relationships through reflective feedback * Ask clarifying questions or make clarifying statements * Use value statements or questions * Ask open-ended questions that explore-possibilities and solutions |
| Practice responding-on-the-fly in short conversations with staff by incorporating all of your new coaching conversations habits of mind.  Prepare for a difficult conversation that incorporate coaching conversational skills |