

20 Questions to Ask in Your Coaching Sessions

During your one-on-one coaching sessions, it's important to encourage your team members to feel that they can go over both what they've achieved, and where they're struggling with you. Not only does this give them the opportunity to talk about their successes, it will allow them to seek guidance on challenges that you might have solutions or assistance for.

Encourage team members to consider failures as opportunities for growth. Avoid making them feel that they've let themselves, or anyone else, down if they've not accomplished goals. Instead, show them that this is a great opportunity to work at things from a different perspective to achieve a favourable outcome.

Here are 20 questions you can use as a starting point to encourage your team member to open up, communicate their feelings, and collaboratively solve any problems during your coaching sessions

Start the Session

1. How have things been going since we last met?
2. What progress have you made on your goals since then?
3. What do you feel has progressed as you had hoped it would?
4. What do you feel hasn't progressed so well?
5. What did you do to overcome these challenges?
6. Did it work?
7. What else could you have done to tackle these challenges?
8. What would you do differently if the same challenge arose again?
9. What support could you benefit from in tackling that challenge?

Your Input

10. What support could I provide you with?
11. Are you open to some suggestions from me?
12. Have you tried...?
13. If so, did it work?
14. If it didn't work, why do you think that was?
15. What do you think would make that work, if anything?

Going Forward

16. What other goals do you hope to accomplish before our next session?
17. What do you see as possible challenges that might get in the way of those goals?
18. How will you tackle those challenges?
19. Who will you go to for support?
20. Can I give you some advice that might help you going forward?