

## COACHING SKILLS WORKSHEET



Leaders instill in their people a hope for success and a belief in themselves. Positive leaders empower people to accomplish their goals.

Unknown

### Coaching Skills

A big part of Leadership is developing mentoring or coaching skills. These are all about the way we communicate and relate to others and will help you get the best out of others. Remembering that if you can empower and enable others you are more likely to succeed in any endeavour.

**Self Awareness**  
**Deep Listening**  
**Attentive Silence**  
**Empathy**  
**Paraphrasing**  
**Motivation**  
**Authenticity**

### Self-Awareness

The degree to which we are aware of our own thoughts and actions can affect our availability to listen, be present and as a result our impact on others. If we are unaware of our own stories and feelings, it's possible to project these onto our colleagues, and see view what is happening around us through a lense that may not serve us. Self Awareness is the first step in building resilience and self responsibility.

How Can We Become More Self-Aware?

#### Skills include:

- Being Grounded/Mindfull
- Listening to your body and becoming aware of your emotions
- Owning your emotions – taking responsibility of your own emotions and stories
- Remaining curious



## Deep Listening

Our ability to listen to others is fundamental in building connection, which is the cornerstone of any good relationship. Being present and letting go of our beliefs or judgements requires discipline and a keen sense of self awareness. Deep listening allows us to not only hear what is actually being said but to also be aware of the non-verbal component of the communication which builds a greater understanding of the other's world. It facilitates empathy, trust and rapport. It consists of observation and interpretation. In our usual conversations, we are busy thinking of what we can say next. If we listen to understand rather than listening to respond we remain curious and open to new concepts and ideas

### Skills of Deep Listening:

- Presence
- Curiosity
- Paraphrasing

## Attentive Silence

It is sometimes difficult when we are having a conversation when there is a silence. Often we feel like we need to fill the space. A conversation can often move to another level if the silence is observed. It can allow the thoughts and words to settle and for each person and the conversation to reach a different level of understanding.

### Skills of Attentive Silence:

- Presence
- Deep Listening
- Curiosity

## Empathy

Empathy is the ability to recreate another person's perspective: to experience the world from the other's point of view. This kind of understanding requires the suspension of judgment, so for a moment you set aside your own opinions and take on those of the other person. It allows you to understand another person's motives without necessarily agreeing with them.

### Skills Needed for Empathy:

- Imagination
- Open-mindedness – set aside your own beliefs and values.
- Commitment – the desire to understand the other

## Paraphrasing

Paraphrasing is re-stating, in your own words, the content of the person's communication. The purpose is to check whether you have understood correctly, and give the person the opportunity to correct you if you have misunderstood. It also demonstrates that you are listening and are interested in what they are saying and have heard them. This may also involve reflecting to the other person how they are feeling ie. Reflect the feeling back in a concise manner, using a questioning tone. Eg. Are you feeling angry? Or I'm hearing a lot of anger – am I right?

### Skills:

- Listening without going into your own story of what it does or doesn't mean
- Picking out the main points of what you have heard and being able to share back with them the context of the story/challenge you have heard
- Presence

## Motivation

The key to unlocking Motivation and engagement lies in discovering yours and each person on your teams purpose. Simply put, that means understanding what each of your team are good at and ensuring a sizable part of their day is devoted to using the skills they are good at. This creates a sense of worth and contribution which creates a positive energy for that person which will in turn be felt by the whole team.

### Skills include:

- Self Awareness
- Discovering and embodying purpose
- Encouraging a learning atmosphere
- Creating an environment of growth

## Authenticity

Authenticity is the ability to remain true to yourself and speak your truth. Keeping it real, in a respectful manner. Sometimes it's not easy to be authentic, as we can be connected to different parts of ourselves in any given moment. It also means sharing things that may not be going as well as we would like. This allows a greater connection with those around us as they can see we are human too!

### Skills include:

- Self Awareness
- Presence
- Body Focussing
- Courage
- Good communication