



COACHING SKILLS

SKILLS	DEFINITION
Accountability	Accountability is the client being responsible for following through on their agreements or commitments.
Acknowledgment	<p>Acknowledgment addresses the self and who the client had to be in order to accomplish an action they took or an awareness they achieved.</p> <p>Acknowledgement addresses the qualities that the coach witnesses in the client. Acknowledgement has the client feel seen and known. Example: 'As you stay in this challenging conversation, your commitment is so clear and strong.'</p>
Articulating What is Going On	Speaking what you see, hear, experience, sense is happening in the moment as you listen. Sometimes it is powerful to simply repeat the client's words back to them so they can really hear themselves.
Asking Permission	The coach asks the coach the empower the coaching relationship by granting access to unusually intimate and uncomfortable areas of focus.
Blurting (Intuition)	The coach accesses their 'inner knowing' and blurts it to the client in the moment, offering it without attachment.
Bottom-Lining	Brevity and succinctness for both the coach and the client to get to the essence of the communication.
Challenging	<p>A clear, concise, bold and outrageous request intended to stretch a client beyond their comfort-zone of self-imposed limits. Challenges shake up the way clients see themselves. As with a request, the answers might be 'yes' 'no' or counteroffer.</p> <p>With a challenge, the counteroffer is often greater than the clients' original intention.</p>

Championing	Sincerely encouraging and standing up for the client.
Holding the Client's Agenda	The coach lets go their own opinions, judgments and possible solutions, allowing the client to access their own wisdom, creativity and resourcefulness.
Holding the Focus	Based on the client's agenda, the coach helps the client stay on track and true to their chosen course of action, redirecting them as needed to their desired vision, outcomes and life choices.
Inquiry	A simple, concise powerful question to be considered over a period of time, intended to deepen the client's learning and promote further reflection.
Intrude	On occasion, for the sake of the client's agenda the coach will interrupt a client who is going on and on, telling old stories, and losing connection with what they really want.
Metaphor	Using imagery from either client or coach. Illustrating a point by painting a verbal picture.
Meta-View	A 'big picture', expanded picture.
Powerful Questions	Concise, open-ended questions, usually beginning with the word 'what' or 'how' that evoke thought, clarity, discovery or insight. Powerful questions deepen a client's learning and/or move them to action.
Reframing	Reframing involves providing the client with another perspective.
Requesting	Requests are designed to move the client forward consistent with their agenda. Requests include specific actions, conditions of satisfaction, and date or time by which the action will be taken. A Request usually begins with the words, 'Will you...'' Possible answers are 'Yes' 'No' or a counteroffer.
Take Charge	The coach chooses and directs the path (not the outcome) of the coaching in service of the client's agenda.