

Coaching Skills Checklist

Skill	Definition	Notes
1. Develop rapport	Acknowledge & validate client's worldview without judgment or prescription; share human to human responses.	
2. Hold enlightened vision	Reflect second-order changes that occur in interaction with you.	
3. Pre-suppose positive outcomes	Make statements that embed a positive expectation, assume a desired change.	
4. Teach self-observation	Show clients how to observe patterns without judgment; reinforce evidence of neutrality & change.	
5. Use possibility language	Restate problems in the past, solutions in the present and/or future.	

6. Focus on solutions	<ol style="list-style-type: none"> 1. Get brief problem description. 2. Ask how solution will look (<i>videospeak</i>). 3. Find exceptions to problem; ask <i>how</i> they do it; do more. 4. If no exceptions to problem, create achievable steps as fieldwork. 	
7. Help client shift from <i>either/or</i> to <i>both/and</i> thinking	<ol style="list-style-type: none"> 1. Identify the “X” and “Y” that are apparently incompatible. 2. Explore the existing parameters. 3. Ask, “How can you do <i>both X and Y</i>?” 	
8. Honor “resistance” as energy for change; stay in the <i>flow</i>	Use everything that happens as grist for the mill, including all blocks, tasks not done, relapses, etc.	
9. Use right-brain tactics	Engage clients through stories, metaphors, humor, spontaneity, inventiveness, playfulness; bypass logic’s censors.	
10. Invent ground-breaking fieldwork	Create fieldwork that breaks old patterns with new responses; push them to their edge. (Doing <i>anything</i> different, however small, can promote significant change.)	
11. Make process observations	Comment on interactions with you as source of learning about patterns.	