

Mentor Tips

What to look for in a Coaching Conversation

Coaching is a collaborative partnership between a coach and a willing individual, which connects at the deep personal level of beliefs, values, and vision.

The **Mentee should drive** the meeting agenda

Remember the “80/20 Coaching Rule”-- a **Mentee should be doing 80% of the talking**

Avoid the need to “Tell” them what to do

Every Coaching conversation should have a **beginning, middle and end**

Don’t rush the process; **pace and tone** should match the Mentee

Every call might not result in action

LISTENING

Listen intently for cues of what **Mentee want to talk about** (listen for what they aren’t saying)

Everything is a “Tell”

Pace and tone are cues too

Listen for Emotion

Listen for there own discovery and build on that

QUESTIONING

A Coach uses **direct questioning** to help the Mentee select the best options; avoid offering direct advice or solutions

Jot down some standard questions for future use

Questions should “NOT” be leading

Ask **open-ended questions**

Coaching focus is on the “**now**”

Stay away from the “past” as it conjures up negative feelings