

Life Coach Training

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Modules 4-6

Module 4 - The Life Coaching Process

Definition – from where they are to where they want to be; Getting from Point A to Point B by way of C.

Coaching Equation

- A = Where they are Current Situation
B = Where they want to be; desired outcome; Goal, Result.
C = The Process the Plan

Steps in Developing the Plan

Simple but not easy Joint effort of coach and client

Step 1 – Goal Validation

Client has goal in mind Is it a valid goal?

For a goal to be considered valid, it must survive the following questions:

1. **Is it reasonable?** Play for Atlanta Braves
2. **Is it achievable?** Richest man in world, millionaire by Christmas
3. **Is it appropriate for this client?** Resources, time, ability
4. **Is it specific?** Successful Better job
5. **Is the stated goal the “real” goal?** Debt free Lose weight

Some **goals** may actually be **steps** along the way to achieving a **major goal**.

Once **validated**, the agreed upon goal becomes the desired **outcome** of the coaching

Defining the Goal - Collaborative, Analyze alternatives - SMART

- S** – Specific
- M** – Manageable
- A** – Attainable
- R** – Realistic
- T** – Time Related

Point **B** has been defined. Know the destination
Then analyze point “**A**”

Step 2 – Starting Point Where they are now (Point A)

1. **Experience** previous attempts
2. **Support** family?
3. **Resources** financial time
4. **Obstacles**
5. **Commitment** life long passion or “I think I would like...”

Module 5 - Implementation of the Plan

The Coaching Plan

Simple or complex
Short or Long Duration
Many intermediate steps or few
Not a straight line like a road map
Route may be bumpy or smooth

Like the **Goal**, the Plan must be **SMART** as well plus some.

1. **Specific** - assignments
2. **Manageable** both **challenging and doable**.
3. **Attainable** - success points positive accountability
4. **Realistic** 20 lbs per week
5. **Time Related** – procrastination

Also:

6. **Collaborative** – no excuses
7. **Written** signed by the client and coach. .
8. **Flexible** – unforeseen circumstances

Assignments

Between sessions keeps client engaged speeds process

General Assignments

Visualize goal meditation affirmations

Specific Assignments

Research Conversation Written task

The Coach's Responsibilities each session

- Review notes from the previous session
- Any assignment?
- Tentative objective for session

- a. **Listen** well-trained coach “active listening.”
Pauses, hesitation, tone, inflection, volume
- b. **Body Language** in person or video conf (Skype)
posture, eye movement
- c. **Question** skills in questioning.
direct the conversation, find obstacles, commitment
- d. **Keep Notes** during or after
- e. **Motivate**
- f. **Keep on Task**

Client’s Responsibilities

- a. **Do assignments**
- b. **Take Process seriously**
- c. **Participate fully**
- d. **Full disclosure**

Module 6: The Coaching Conversation

The Coaching Conversation

Conversation, not interview

80/20 rule

All about the client

Characteristics of a coaching conversation:

Steps of a Coaching Conversation

- a. **Review Assignment** Positive Accountability
- b. **Obstacles?** Not done? Partial?
- c. **Topic** Client may have need
- d. **Review Plan** assess progress is being made
- e. **Reinforcement** success point positive accountability
- f. **Summarize** not just talking
- g. **Assignment** not always more involved
- h. **Commitment**

Methods of Delivery - advantages and disadvantages.

Telephone - most common

world-wide clientele. from home

Paperwork - through email or postal delivery.

Lacks Facial expressions and body language

In-Person

more personal relationship read body language

facial expressions eye movement

This goes both ways. client can see the coach’s indicators

limitation of client base time and cost of travel
possible cost of an appropriate location
limited privacy distractions in home?
Virtual offices

Video Conferencing

advantages of telephone and in-person sessions.
Cost for quality

Group Coaching

Limited application organization
often group coaching is actually training, teaching, consulting

E-Mail Coaching is neither practical nor productive. Supplement other methods