

NAME:
DATE:
Session No:

Situation – Behaviour
Thoughts – Feelings
SMART

Session Notes – GRO-DOH Sheet

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Goal

Outcome: Set a SMART goal NB: you may have to come back to the goal during the coaching session to make it really clear.

Initial Session: What I'd like to discuss is.....

What would you like to discuss? What is the issue?
What would have to happen to feel time is well spent?
What outcome would you like from this discussion? Is that realistic?
Can we do that in the time we have available?
What do you want to focus upon in the next 3 - 6 months?
What are your career goals?
What would you like to have happen that's not happening at present?
What would you like to be different after this session?

Reality

Outcome: Undercover specific details about what is happening, when it happened, what solutions have been tried so far. The staff member needs to come to a better understanding of the situation which will help them develop options and solutions.

What's the situation? Can you tell me more about that?
On scale 1-10, where are you now?
What is happening at the moment?
How do you know that this is accurate?
When does this happen? How often?
What effect does this have?
How have you or could you verify that?
How do others see this situation?
What other factors are relevant?
What have you tried? What worked?

Options

Outcome: List solutions that might work. Get the staff member to come up with solutions. Find out what has worked for them in other situations or what they have seen work for others. .

How can we get there? How could you move to an 8?
What other options do you have? What else could you do?
What are all the possible actions that you can see?
Are there times when the problem does not occur? What's different about those situations?
How have you stopped the problem from completely overwhelming you?
What has worked for you in the past?
What are some potential pitfalls?
What support do you need to make it happen?
What would have to happen to make it work?
What option will you choose to act on?

If you woke up tomorrow morning, the problem had disappeared and everything was as you'd like it to be, how would it be? If you had 2 videos, 1 of you feeling bad and the other where your feeling good, what would be the differences? How is your home different? How you were different? (Write-down what they say because this is their goal). If you did know, what would it be? If you had a friend in this kind of situation, what would you suggest?

USE
Listening
Skills:

Ideas?
Notions?

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Direct Action

Outcome: From these options develop an action Plan -- small steps they can easily do that will lead to the solution. Write out the action plan if necessary.

What are the next steps? Do what? When?
Precisely when will you take them?
What support will you need?
What will you do to get the support you need to move along?

Obstacles

Outcome: Make sure the staff member feels confident that they can actually complete the action plan.

Do you see any obstacles?
What might stop you or get in the way? How can you overcome this?
How will you know that you're on track for success?
How can I help you in moving forward?

Homework

Confirm what they are going to do.
Is there anything else that needs to be covered?
Make arrangements for next meeting.

NB:

- What should I ask that I haven't thought to ask?
- Would you summarise what you heard me say so that I can clear up any confusion I might have caused?

Home-work for Manager
(Complete completion log if necessary)
Manager's action (If any)

Next Session Notes

(Follow up Time)

Ideas:
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Rate confidence that staff can do it.

1 – 2 – 3 – 4 – 5 – 6 – 7 – 8 – 9 - 10

Rate confidence that staff will do it.