



Having Coaching Conversations Quickly and Easily

Many people assume that coaching conversations need to be formal structured sessions that can only occur when they have 30-60 minutes. Of course, if someone is undertaking a whole coaching programme that is indeed the case. However, as managers (and people!) we have many opportunities to have everyday coaching conversations in as little as 5 minutes. In fact, many may miss chances to coach and mentor peers, colleagues, and even bosses or family members purely because they think 'I don't have enough time!'.

Below is an overview of the most popular coaching model that can be used effectively in a casual 5-10 minute conversation.

GROW What is it?

The GROW Model is a framework for a coaching or mentoring conversation. It is divided into four sections:

Goals - What Do You Want?

Reality - What is Happening?

Options - What Might You Do?

Way Forward - What Will You Do?

It begins with an exploration of the client's goals. Then you can start supporting the person become aware of their current reality and help them explore options and generate ideas to bridge the gap. Finally, the manager and the individual explore what's next. In this final phase the aim is to develop an action with goals that typically meets the SMART criteria (**s**pecific, **m**easurable, **a**chievable, **r**ealistic and **t**ime-bound).

Goal	What is something you have wanted to do for yourself and just have not gotten around to it?
Reality	What seems to be getting in the way? What is preventing you from doing it?
Options	What might you do to overcome these obstacles?
Way Forward	What will you do? By when? How will you ensure you remain committed?



Smarter
Learning



How do you know someone is ready for a GROW conversation?

Cues for having these ad hoc casual conversations might be:

- "I'm so frustrated by..."
- "I just wish I could..."
- "I just don't know what to do next."

On the next page you can find a short template where you can record a GROW conversation



Coaching Conversation Record

Name of coachee: _____

Name of manager: _____

Date of conversation: _____

Goals: What would you like to talk about? Achieve? Resolve? Solve? How will this support your long-term objectives? What's your motivation towards this goal?

Reality: What is happening now? What have you tried so far? How far are you on the way to getting there? What's your current reality?

Options: What might you do? What comes easy to you? How do you learn? How have you developed before?

Way Forward: Which of these options is more appealing? How come? Which one is the easiest to achieve? Which one is the most important? What is your most powerful step?