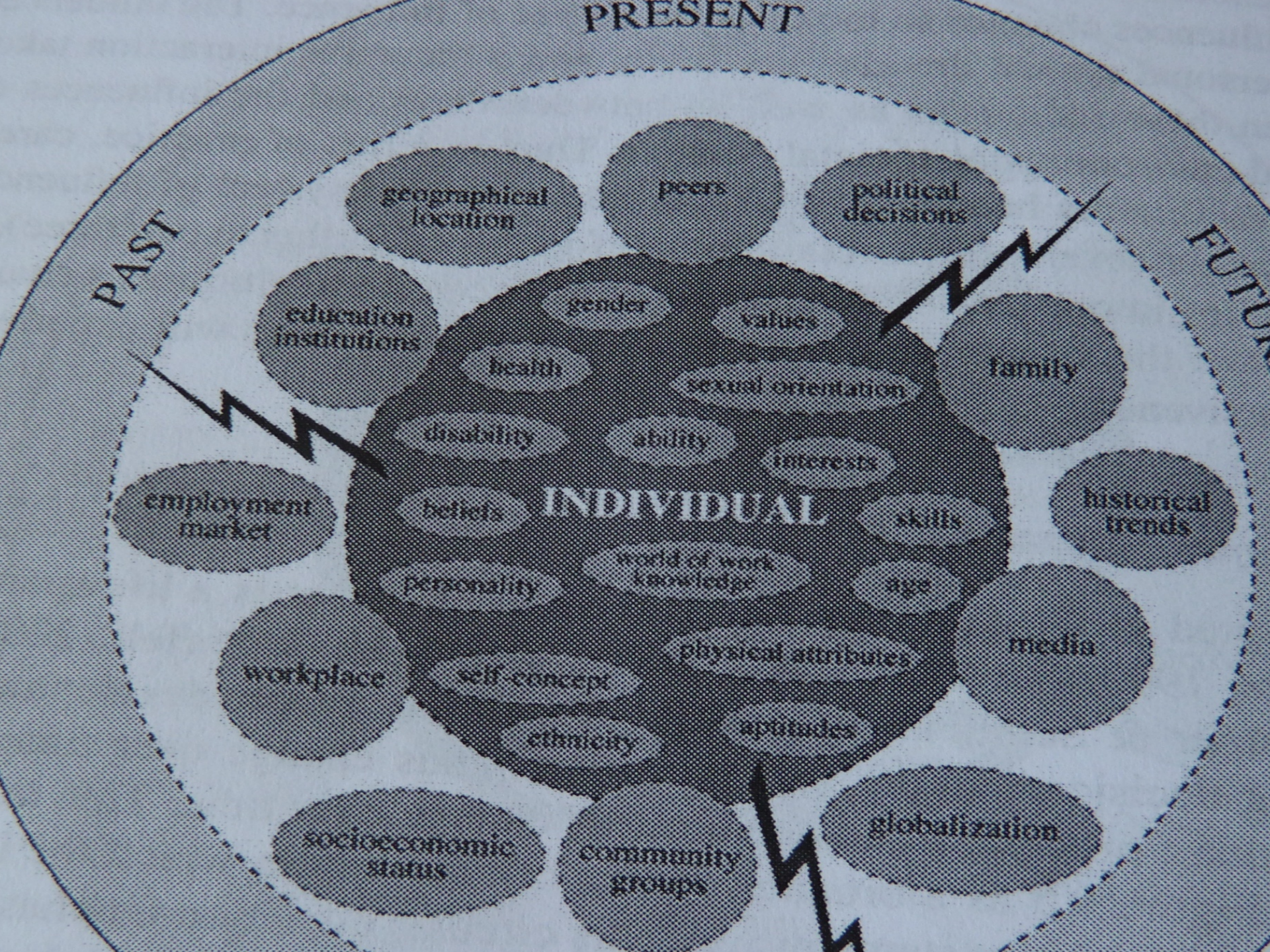


Coaching in careers counseling





Coaching is...

An unique dialogue

Much more a way of being than it is a method

Happens when a person, who is specially trained, listen in a way that results in that the other person finds her own answers and solutions

Is also give a chance to mirror yourself, to recieve effective questions and feedback that give new perspectives to problems and challenges, and new starting points for action

Coaching is not new

- when it comes to the tools:
effective communication,
soul searching,
searching for meaning,
responsibility
learning

Coaching is new

- when it comes to how these ideas are
composited and which frames are at hand

ICF's core competences

1. Active listening
2. Confidence and nearness
3. Ethic and professionalism
4. Coaching agreement
5. Planning and goal setting
6. Coaching presence
7. Effective questions
8. Designing actions/activities
9. Direct communication
10. Create awareness
11. Progress and responsibility



GROOW

GOAL

REALITY

OPTIONS

OBSTACLES

WILL/WRAP UP

GOAL

A future condition/state that I will reach latest at a fixed point of time (can be formulated in the present tense)

- Specific
- Measurable
- Achievable, Active, Attractive
- Realistic, Relevant
- Time set, Time limited

ACTIVITIES

To do the right things and not just do
the things right!

All you do to reach your goals

- going on doing
- start doing
- stop doing

Activities ought to be time and cost calculated!

Goals and activities must be followed up!

A career coaching model

(Richard L Knowdell)

Assessment - Who am I?

Exploration - What options do I have?

Focus - Which options is best for me?

Strategy/Implementation - How do I get there?

Compare with CIP

WHAT is your specific goal?

Be very clear

Visualize the goal

Feel the goal

Touch the goal

Smell the goal

Taste the goal

WHY is this goal the best goal for you to pursue?

Give me compelling evidence that proves that the goal is appropriate for you

Prove it

HOW you get to your goal?

Specify every small step you will take to get to your goal

Be specific

WHEN will the first step occur?

When will the next step occur?

Write each step in your daily planner

Write it in ink

WHO will be affected by the plan?

Who will you need to get help from in order to attain your goal?

The Coach – an active dialogue partner

What did you learn of this?

What does this experience mean to you?

Regarding you have this experience, how will you act in the future?

The coach gives suggestions, advice or requests, after asking:

Is it OK if I give you a suggestion?

Can I say what I think about this?

To listen

- Presence is the source to the ability of listening
- Realise that you not are listening!



Tools for active listening

Articulate/repeat

Clear out

Untie knots

Interrupt/take command

Conclude/come to the point

Listen in several levels

Level 1. listen to what is said, the words

Nivå 2. listen to whom the person is,
attitude

Nivå 3. listen to the person's intention

Questioning

- Stop thinking!
- The questions aren't in your head – they are in the answers you just listened to by your eyes and ears!

Silence, truth and to hear what is unsaid

- To learn dealing with silence is a condition for becoming a good coach
- Practise on saying as it is
- All results are to be found in the unsaid. Learn to listen on several levels. The best way is to start realize that you can't hear what there is to be heard

Effective questions

- Open questions
- Follow up questions
- Clarifying questions
- Hypothetic questions

Improductive questions

- Closed questions
- Leading questions
- Why questions
- Fact questions
- Curious questions (for their own sake)
- Multiple questions

Powerful questions

If you wake up a morning when all is as you want it to be. How is it then? What is the first you discover? (Miracle question)

I know that it isn't realistic, but if it should be? (Boomerang question)

What changes do you dream to do? What do you need for this to happen?

What will you achieve?

What has to be done before you are pleased?

What is your first little ant step?

The fundamental in coaching is not the tools, methods or the exercises, it is to be optimistic, curious and concentrated on possibilities

Your attitude is more important than technics and tools. If you don't within your self believe that the help seeker can – that she is creative, full of resources and whole – then your exercises and tools are to no use

Start-mantra

1. Hi and welcome!
2. What coaching do you want today? What coaching subject do you bring today?
3. We have X minutes. Where do you wish to be when the time today is over? What do you want to attain when we are done for today?

Three step rocket

1. What shall you do?

2. When will you do it?

3. How do I know that you have done it?

Before you make a decision

”Tove questions”

- Do I want to do this?
- Can I do this?
- Is this good for me?

Wrap Up mantra

1. What has the coaching given you today?
2. What do you do until next time?
3. What do you bring along?
4. What more do you bring along?
5. What more?

Coaching is not...

... knowledge transmission, encouragement or pepping (boosting)

- **Coaching is** a dialogue that enables a person to disclose her capacity and strength (you shall not transmit your)
- You shall not give away something that the other dont have
- Don't be so helpy!

Less is more.

- Ludwig Mies van der Rohe

Good luck in your work within
the DREAM industry!

