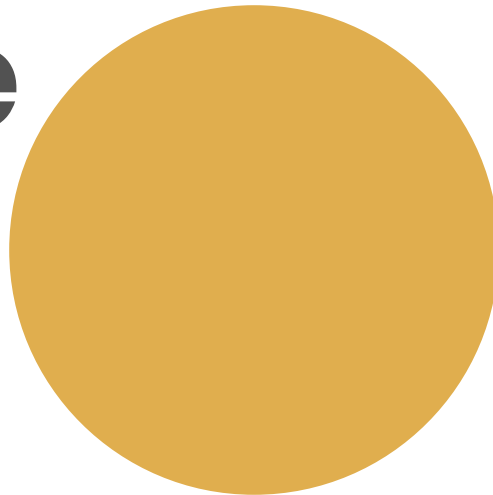




Coaching Resource Guide



Free Resource

A practical toolkit for managers, leaders, and HR professionals to foster employee growth and success.





Foundations of Employee Coaching

Coaching is a collaborative process that helps employees unlock potential rather than receive directives. Key principles include active listening, asking powerful questions, encouraging reflection, providing actionable feedback, and building accountability.

Coaching Models & Frameworks

Popular frameworks include: - GROW Model (Goal, Reality, Options, Way Forward) - OSCAR Model (Outcome, Situation, Choices, Actions, Review) - CLEAR Model (Contract, Listen, Explore, Action, Review) Use these models to guide structured coaching conversations.

Skills Every Coach Needs

Effective coaches develop skills in: - Communication: Asking open-ended questions - Feedback: Using the SBI Model (Situation, Behavior, Impact) - Emotional Intelligence: Understanding motivations - Trust-Building: Creating psychological safety

Coaching in Practice

Examples of coaching applications: - Onboarding: Supporting new hires - Performance Development: Regular KPI-aligned check-ins - Career Growth: Identifying skill-building goals - Difficult Conversations: Addressing underperformance respectfully

Coaching Tools & Templates

Practical tools include: - Goal Setting Worksheet - Action Plan Template - Feedback Tracker - Career Development Roadmap

Digital Coaching Resources

Recommended resources: - Video library: Listening, feedback, questioning - Reading List: The Coaching Habit, Radical Candor, Co-Active Coaching - Apps: Trello or Notion boards for planning; Slack/Teams integrations for reminders

Measuring Coaching Effectiveness

Evaluate coaching success with: - Employee engagement surveys - Progress checklists - KPI tracking (retention, promotion readiness, productivity improvements) Include a Coaching Effectiveness Evaluation Form for managers.

Next Steps for Leaders



Foster a coaching culture by encouraging consistent use of this guide, sharing best practices across teams, and offering manager training with peer learning opportunities.