Coaching is a communication style which encourages you to ask open questions to allow people to explore their own thoughts and ideas. Having a framework to follow when coaching can be beneficial. The CLEAR framework described below can provide a very helpful basis for structuring team and project meetings.

**C** Contracting – start with a check in and contract for outcomes:
*What is it we need to achieve today?*
*How do we need to work together to achieve?*

**L** Listening – Listen to the updates and new challenges:
*Let us get all the different perspectives, hopes and concerns on the table and make sure they are all hear before we explore ways forward.*

**E** Explore – issues in greater detail to ensure new thinking and ideas are generated:
*Let us brainstorm all the options we may need to consider in order to move forward.*

**A** Agree the Action – to be taken and how you will commit to ensuring it happens:
*So what are we committed to doing?*
*Who will do what by when?*
*What support is necessary?*

**R** Review – this can involve sharing appreciation of what has been helpful in the meeting, or individual commitments about what they will be taking away or doing differently:
*So what worked well in this session?*
*What could we do even better next time we work like this?*

*Peter Hawkins, 2012*