

Using a Coaching style for team meetings



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 heard 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