





workbook

Coaching Fundamentals

Contents

- What is coaching?
- Core coaching skills
- Barriers to effective coaching

You'll need:

-  Note-taking materials
-  A minimum of 15 mins

date:

what is coaching?

Coaching is a structured conversation that helps someone unlock their own potential, clarify their goals, and take meaningful steps forward. It is based on curiosity, not advice. The coachee is resourceful. The coach's job is to create the space for the coachee to think clearly and make choices.

It is important to also know what coaching IS NOT. It is not counselling, mentoring, therapy or managing.

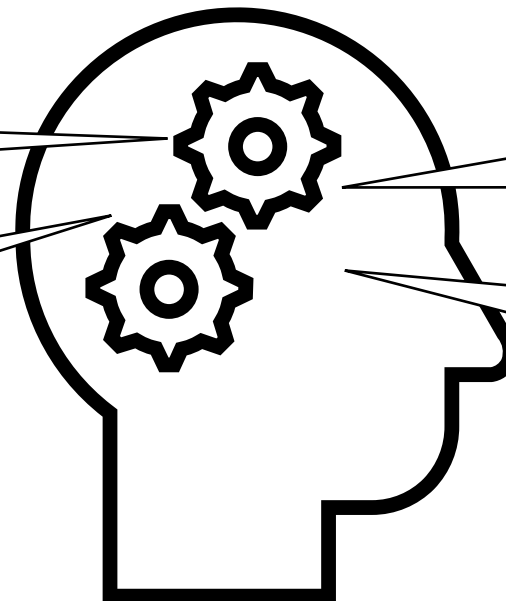
the coaching mindset

curiosity over assumption

Rather than jumping to conclusions, coaches stay curious and seek to understand.

active listening

True listening goes beyond hearing words. It involves noticing tone, emotion, pace, and body language



coachee empowerment

Coaching encourages individuals to take responsibility and ownership over their learning and actions.

non directive approach

A coach resists the urge to fix, advise, or steer. Instead, they ask questions that help others find their own answers.

date:

3 principles that underpin coaching

1. The coachee has to be in control of the process
2. The coachee has to be motivated and inspired to learn
3. The coachee has to be the person doing the thinking

activity

Think about the last time someone came to you for help.

- What happened?
- Did you give them advice or ask questions?
- How might a coaching approach have been different?

date:

core coaching skills

Asking powerful questions

Open, curious, non-leading questions like:

"What's most important about this to you?"

"What does success look like?"

"What have you already tried?"

Building Rapport & Trust

Creating a safe, respectful, and non-judgmental space is essential.

People will only open up if they feel psychologically safe.

Silence & Space

Coaches know when to pause and give space. Gentle silence invites reflection.

Goal Orientation

Coaching is purposeful. Conversations have direction, often defined by the coachee's goals.

activity

1. Which of these skills do you already use confidently?
2. Which would you like to strengthen?

date:

barriers to effective coaching

Urge to offer solutions
Impatience with slow progress
Discomfort with silence
Belief that you must add value by giving answers

reframe: Adding value in coaching comes from how well you listen and ask, not what you know.

activity

Pick one barrier that resonates.

- Why does this show up for me?
- How might I experiment with doing something different next time?

Summary Checklist:

- ✓ I understand what coaching is (and is not)
- ✓ I can describe key coaching mindsets
- ✓ I am practising core coaching skills like listening, asking, and holding space
- ✓ I am aware of my habits or barriers when coaching

date:

Coaching Fundamentals – Clean Language

Contents

What is Clean Language?

Common Clean questions

Practice

You'll need:



Note-taking materials



A minimum of 15 mins

date:

date:

introduction to clean language in coaching

What is Clean Language?

Clean Language is a questioning technique developed by David Grove, designed to help individuals explore their own thoughts, feelings, and beliefs without being influenced or led by the coach. It is a cornerstone of non-directive coaching.

Why Use Clean Language?

In coaching, our goal is to help others find their own insights. Clean language respects the coachee's worldview and supports deeper thinking. It reduces the risk of projecting our own assumptions or solutions onto someone else's experience.

Core Principles of Clean Language

Neutrality - Clean questions avoid inserting your ideas, judgments, or interpretations.

Curiosity - Questions are rooted in genuine interest in the coachee's internal experience.

Metaphor and Meaning - When a coachee uses metaphor or specific language, clean questions reflect those words back exactly.

date:

common clean questions

“What would you like to have happen?”

“What kind of [word they used] is that [word they used]?”

“Is there anything else about that [word they used]?”

“Where is [that feeling/idea]?”

“What happens just before [that happens]?”

“What happens next?”

Real life examples:

Less clean	Cleaner alternative
Why do you feel stuck?	What kind of stuck is that stuck?
Have you tried 'X'?	What would you like to have happen when you're stuck?

date:

how to practice clean language

Step 1: Notice Your Impulse to Solve

Catch yourself when you want to offer suggestions or interpret.

Step 2: Use Their Words

Repeat the exact words your coachee uses to ask your next question.

Step 3: Let It Breathe

Use pauses and silence to give your coachee space to think more deeply.

Clean Language Quick Checklist

Before asking a question, ask yourself:

- ⇒ Am I introducing my own language or staying with theirs?
- ⇒ Is this question helping them think or leading them to a solution?
 - ⇒ Can I make this question simpler or more open?

activity

Choose a recent coaching or support conversation and rewrite 3 of your questions using clean language.

date:

activity

Next steps:

- Use the GROW model to apply structure to your conversations.
- Read the Clean Language article to sharpen your questioning. [ADD TO READING LIST](#)
- Try one coaching conversation this week using what you've learned.

Final Prompt:

What one shift could you make this week to be more coach-like in your interactions?

date:

date:

For support contact louise@pipdevelopment.co