

The 10–Minute Coaching Conversation

A simple structure to practise with a willing partner.

Choose an everyday topic. Ask whether they would like you to listen and ask questions. Let them choose what to share. The timings below are a guide, not a deadline.

1 Agree the focus

1 minute

“What would make this conversation useful for you?”

Listen for what they want to explore.

Focus: _____

2 Explore

5 minutes

“What feels most important?” “What have you already tried?”

“What other options could you consider?”

Choose one or two questions. Pause, listen and follow their answers.

What emerged: _____

3 Reflect

2 minutes

“What feels clearer now?”

Briefly reflect back what you heard and check your understanding.

New clarity: _____

4 Choose a next step

2 minutes

“What, if anything, would you like to do next?”

Let them choose. If useful, ask when. Reflection can also be a next step.

Their next step: _____

Afterwards: review your practice

What helped them think? Where did I steer or interrupt? What will I try differently?

Practice, not a script. Respect their choice not to answer. Ask permission before offering advice. This worksheet is a starting point for learning, rather than a substitute for coaching training.

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