

## Coordinators' Coaching Lab Note Taking Sheet

Write down specific words, phrases, or behaviors that the coach uses for listening, silence and paraphrasing. Provide comments on the impact on the coachee.

Coach Use of:	Describe words and behaviors used	Impact on coachee
Active Listening <ul style="list-style-type: none"><li>• Handle distractions</li><li>• Listens with body</li><li>• Waits to respond</li></ul>		
Paraphrasing <ul style="list-style-type: none"><li>• Summarizing</li><li>• Organizing</li><li>• Clarifying</li><li>• Feeds back concerns</li></ul>		
Posing reflective questions <ul style="list-style-type: none"><li>• Uses open ended questions</li><li>• Probes for more insights</li><li>• Asks for more</li></ul>		
Supporting Next Steps <ul style="list-style-type: none"><li>• Restating goals</li><li>• Identifying possible next steps</li><li>• Determining what comes first</li></ul>		