

Coaching Worksheet

For the monthly conversation. Forty minutes on the leader, twenty on the group.

This is not a status meeting. Twenty minutes on the group and forty on the leader is the right ratio — and it is the opposite of how most of these conversations go.

START HERE — AND MEAN IT

How are you? Not the group. You.

If they answer about the group, ask again. The second answer is the real one.

What has this group cost you this month?

THE ROOM

Who is thriving? Who is drifting?

Who has stopped saying anything real — and when did that start?

What surfaced that you weren't sure what to do with?

This is the escalation question. Ask it every time, in these words.

THE EDGE

Is anyone in this group beyond what you should be carrying?

A leader who never says yes to this is either extraordinarily fortunate or not telling you.

What do you need that you haven't asked for?

COACHING WORKSHEET

DISCUSS WITH YOUR TEAM

Before you close: name one thing you will do before the next conversation — and put a date on it. A coaching conversation with no commitment from the coach is a check-in.

What I committed to, and by when

ESCALATION — KEEP THIS WHERE THE LEADER CAN SEE IT

The most common failure is not a leader who escalates wrongly. It is a leader who did not know they were allowed to.

WHAT PEOPLE HEAR	WHAT IS ACTUALLY CLAIMED
Someone is in danger — to themselves or another.	Call the care leader today. Not at the next meeting. Today. You do not need to be sure.
A disclosure of abuse, past or present.	Escalate immediately, and follow your safeguarding policy. Do not investigate. Do not promise secrecy you cannot keep.
Something surfaced that is beyond a group.	Grief, addiction, a marriage coming apart. Escalate within the week — this is a referral conversation, not a failure of the group.
You are carrying it home.	That is escalation-worthy on its own. Tell your care leader you are struggling to put it down. That is what they are for.