

Coaching Skills Cheat Sheet

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Purpose

This concise cheat sheet distills proven coaching practices—powerful questions, active-listening habits, and goal-setting prompts—into a single, printable reference you can keep beside you. Use it to stay present, spark insight, and turn every conversation into concrete action.

Powerful Coaching Questions

#	Question	Why It Works
1	What do you want to create?	Shifts focus to possibility and ownership.
2	What's getting in your way?	Surfaces obstacles the client can address.
3	What's one step you'll take this week?	Anchors vision in immediate action.
4	If success were guaranteed, what would you try?	Removes fear and widens options.
5	How will you know you've succeeded?	Clarifies measurable outcomes.
6	Who can support you in this?	Invites resources and accountability.
7	What resources do you need right now?	Identifies gaps and next moves.
8	What part of the situation have you not yet explored?	Prompts fresh perspectives.
9	What feels most challenging about this?	Names the real pain point.
10	What opportunity is hidden here?	Reframes obstacles as growth.

Active Listening Tips

- **Give 100 % attention** – Maintain eye contact, silence devices, and minimize on-screen clutter to signal full presence.
- **Reflect & paraphrase** – “*So what I hear you saying is ...*” confirms understanding and builds trust.
- **Empathize** – Match posture, tone, and acknowledge emotion to help clients feel seen.
- **Embrace silence** – Pausing gives clients space to think and deepens insight.
- **Ask clarifying questions** – Probe without judgment to uncover nuance.
- **Summarize themes** – Recap key points before moving on to ensure shared meaning.

Goal-Setting Prompts

Coaching Questions

- What will you do by Friday?
- How will you measure success?
- Who will keep you accountable?
- On a scale of 1-10, how committed are you? What would raise it by one point?
- What resources or support will you tap into?

SMART Framework (quick check-table)

S	M	A	R	T
Specific	Measurable	Achievable	Relevant	Time-bound

Framework popularized in management and coaching for turning intentions into trackable commitments.

Final Tips

- **One question at a time** – Ask, pause, and listen; resist stacking questions.
- **Write it down** – Capture commitments in the client’s own words for stronger follow-through.
- **Celebrate progress** – Acknowledge every win to build momentum and confidence.

