Coaching Circle
Summarizing Reflect & Plans

Ramsey County Workforce Solutions Department

MFIP/DWP Career Coaching Staff Development and Training

February, 2016
February Coaching Circle - Overview

Discussion Topics

Review Reflect & Plans from Intermediate Coaching Training

• Lesson 1
• Lesson 2
• Lesson 3
Reflect and Plan Reviews
Review Reflect & Plan Topics from Lesson #1

**Active Listening**
- *Non-Verbal Communication*
- *Reflective Statements*
- *Summarizing*
- *Managing Distractions*

**Powerful Questions**

**Emotional Intelligence**
- *Self-Awareness*
- *Reflective Statements*
- *Summarizing*
- *Self-Management*
- *Empathy*
- *Social Awareness*
- *Relationship Management*
Goal Setting

- Using SMART
- Scaffolding
- Giving Advice
Review Reflect & Plan Topics from Lesson #3

Using the GAP Tool

Correspondence Training

Praise & Affirmation

Motivation and Persistence

Case Notes/Documentation