Goal Setting with the GAP Tool: Real Play

Instructions
- Get into groups of three.
- Determine roles for the first Real Play and then switch roles until everyone has been in each role.

Roles:
- **Coach:** Use the coaching techniques listed in the Observer checklist below. Use these skills to coach the speaker as they set a goal using the GAP tool.
- **Speaker:** Talk about something that you are hoping to change but have not been able to set into action yet. This should be a **real** goal, but not too personal for work. The conversation should last about 15 minutes.
- **Observer:** Observe the Coach and provide constructive feedback, using the observer checklist below.

Observer Checklist for: ______________________ ______________________

- Used Reflective Listening Statements
- Used Summary Statements
- Used Open-ended Powerful Questions
- Avoided Traps (including closed-ended questions and advice)
- Mirrored speakers’ body language and tone
- Showed genuine interest and engagement; developed rapport
- Respected the speaker’s goals and autonomy
- Gave power back to the speaker as much as possible
- Goals were SMART
- Appropriate use of scaffolding:
  - Used powerful questions, statements and or tools to check assumptions about the speakers’ current knowledge and understanding
  - Helped the speaker develop short term goals and/or tasks that were manageable but challenging

What coaching techniques did this person do especially well? What other coaching mindsets or skills did this person exhibit?

How could this person continue to grow their coaching skills?
# Action Plan Development - Coaching for Success

## RAMSEY COUNTY/WORKFORCE SOLUTIONS

**GOAL ACTION PLAN**

<table>
<thead>
<tr>
<th>Participant’s Name:</th>
<th>Case Number:</th>
<th>Date:</th>
<th>My Goal is:</th>
<th>Due Date:</th>
</tr>
</thead>
</table>

Check the goal and action steps against SMART criteria (all must be checked):
- specific
- measureable
- attainable
- relevant
- time-limited

Instructions: Once you develop your goal, identify the action steps that you will need to achieve along the way. Your action steps should also meet the **SMART** criteria.

<table>
<thead>
<tr>
<th>STRENGTH ASSOCIATED</th>
<th>ACTION STEPS TO ACHIEVE YOUR GOAL</th>
<th>TARGET DATE</th>
<th>DATE COMPLETED</th>
<th>SMART CRITERIA</th>
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<tbody>
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**Date of next appointment:** ____________  Was this goal obtained or discontinued?: ☐ YES ☐ NO  If yes, date: ____________

If no, what stopped you? __________________________________________________________