



## 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.

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### 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?

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How could this person continue to grow their coaching skills?

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## Action Plan Development - Coaching for Success

RAMSEY COUNTY/WORKFORCE SOLUTIONS  
**GOAL ACTION PLAN**

Participant's Name: \_\_\_\_\_ Case Number: \_\_\_\_\_ Date: \_\_\_\_\_

**My Goal is:** \_\_\_\_\_ **Due Date:** \_\_\_\_\_

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.

STRENGTH ASSOCIATED	ACTION STEPS TO ACHIEVE YOUR GOAL	TARGET DATE	DATE COMPLETED	SMART CRITERIA
	1.			<input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> A <input type="checkbox"/> R <input type="checkbox"/> T
	2.			<input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> A <input type="checkbox"/> R <input type="checkbox"/> T
	3.			<input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> A <input type="checkbox"/> R <input type="checkbox"/> T
	4.			<input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> A <input type="checkbox"/> R <input type="checkbox"/> T
	5.			<input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> A <input type="checkbox"/> R <input type="checkbox"/> T

**Date of next appointment:** \_\_\_\_\_ Was this goal obtained or discontinued?:  YES  NO If yes, date: \_\_\_\_\_

If no, what stopped you? \_\_\_\_\_