WORKSHEET + WORKED EXAMPLE

A CLEAR Coaching Conversation

A listening-led conversation, a chosen action, and feedback on how you helped.

25 minutes | CLEAR coaching model

Use it in three moves

1. Contract for the conversation: agree the purpose, time, privacy limits, and the kind of help wanted.

2. Listen and explore before moving to action. Reflect their account, invite correction, and ask about possibilities they see.

3. Let them choose an action and agree any support. Review how the conversation helped as well as when to check the action.

Contract · Agree the conversation

What would make this useful? Agree scope, time, choice, and confidentiality limits.

Listen · Understand their account

Listen without rehearsing a solution; reflect what you heard and invite correction.

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YOUR WORKING NOTES / CONTINUED

Explore · Open the possibilities

Ask about assumptions, consequences, and options. Do not steer through leading questions.

Action · Let them choose

Agree an achievable action and any support they want from you.

Review · Learn from the conversation

Ask what was useful, what could be different, and when to check the action.

A question for me

Am I leaving room for an answer I did not have in mind?

See one way through

FICTIONAL WORKED EXAMPLE / NOT THE ANSWER TO YOUR SITUATION

Contract · Agree the conversation

We have 25 minutes to explore a difficult handoff. They want to choose their own next step.

Listen · Understand their account

The colleague feels caught between two owners. I reflect the competing expectations and ask what I missed.

Explore · Open the possibilities

Which part is within your authority? What other account might each owner give? What could you try?

Action · Let them choose

They choose to ask both owners to confirm the boundary. I offer to help arrange the conversation.

Review · Learn from the conversation

They want more thinking time next time. We agree a check-in after the boundary conversation.

The thinking behind it

The way you listen shapes what someone feels able to tell you. Let their account change the question, including a working condition you can improve.

Peter Hawkins developed CLEAR: Contracting, Listening, Exploring, Action, and Review. This original practice uses new prompts and examples; it is not a certification or a substitute for professional coaching competence.

Peter Hawkins · CLEAR context

Read You Have a Culture Problem by Nic Payne