



**A.R COACHING
ACADEMY**

By Abdur Rehman

Active Listening Skills for a Life Coach

(Remember! A good listener will always make a good coach)

Misconception about Coaching:

Many people think motivational speaking, broadcasting information or making a speech is coaching but it's not true. A good coach really listens to their clients most of the time during their session to fully understand the problems and then finds the right time to ask the right questions. People come to you so they can open up and talk about their struggles and if you do not provide that environment for them they will not like you.

Here are some of the things you need to keep in mind in order to fully understand your clients needs

1. Not telling what to do
2. Not interrupting when client is speaking
3. Provoking a thought process with the right questions
4. Applying 5 seconds rule (providing space after client is done speaking)
5. Have No Judgment
6. Exploring options with Questions
7. Rephrasing (summarizing so both understand)
8. Show Empathy when client talks about his/her pains
9. Observe Body language (Remember! Communication is 7% Words, 35% Tone & 55% Body Language)



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***Below is a small diagram to understand what
Active Listening entails***

