



GROW COACHING FORM

Name	:	
Position/Designation	:	
Office/Division/Unit	:	
Date Prepared	:	

GOAL: What do you want to achieve?
REALITY: What is your current situation?
OPTIONS: What are your options to move forward?
WAY FORWARD: What will you commit to?

GROW Coaching Form Instructions

The GROW coaching model is a simple yet powerful framework for goal setting and problem solving in coaching conversations. Here's a step-by-step guide on how to complete a **GROW Coaching Form**, using the four key components: **Goals, Reality, Options, and Way Forward**.

<p>GOAL</p> <p><u>Purpose:</u> Define what the coachee wants to achieve.</p> <p><u>Instructions:</u></p> <ul style="list-style-type: none"> ● Ask the coachee what they want to accomplish from the session and/or long-term. ● Ensure the goal is SMART: Specific, Measurable, Achievable, Relevant, and Time-bound. ● Clarify whether it's a session goal or a larger developmental goal. <p><u>Example Questions:</u></p> <ul style="list-style-type: none"> ● What do you want to achieve today? ● What would success look like? ● How will you know when you've achieved this goal? 	<p>REALITY</p> <p><u>Purpose:</u> Explore the current situation and context.</p> <p><u>Instructions:</u></p> <ul style="list-style-type: none"> ● Help the coachee assess where they are now in relation to the goal. ● Identify barriers, resources, and recent attempts to move forward. ● Encourage honesty and reflection. <p><u>Example Questions:</u></p> <ul style="list-style-type: none"> ● What is happening now? ● What steps have you already taken? ● What challenges have you encountered?
<p>OPTIONS</p> <p><u>Purpose:</u> Generate possible ways forward.</p> <p><u>Instructions:</u></p> <ul style="list-style-type: none"> ● Facilitate brainstorming of multiple strategies. ● Encourage creativity and consider different perspectives. ● Explore pros and cons of each option. <p><u>Example Questions:</u></p> <ul style="list-style-type: none"> ● What could you do to move forward? ● What else might work? ● What would you do if you weren't afraid? 	<p>WAY FORWARD</p> <p><u>Purpose:</u> Commit to specific actions and ensure accountability.</p> <p><u>Instructions:</u></p> <ul style="list-style-type: none"> ● Help the coachee choose the best options and turn them into actionable steps. ● Set deadlines, identify resources needed, and agree on support mechanisms. ● Confirm motivation and accountability. <p><u>Example Questions:</u></p> <ul style="list-style-type: none"> ● What will you do, and by when? ● What support do you need? ● How committed are you on a scale of 1–10?

Tips for Using the Form Effectively:

- Maintain a **coaching mindset**: Ask, don't tell. Listen actively.
- Use open-ended, non-leading questions.
- Encourage reflection and ownership from the coachee.
- Keep notes brief and action-focused.
- Revisit goals and commitments in follow-up sessions.