

CSLDP Coaching Conversation Planner

Our CoachStation Coaching Conversation Planner is designed to help leaders prepare for and conduct effective 1:1 and coaching conversations, based on [CoachStation's Effective 1:1s framework](#) and coaching success skills. It encourages reflection, clarity, and intentional dialogue, building leadership presence and strengthening team relationships.

Pre-Session Self Check-In (Leader)

- ☐ On a scale of 1–10, how present and focused am I feeling right now?
 - ☐ What distractions do I need to set aside?
 - ☐ What do I want to role-model during this session?
 - ☐ How does my intention align with our leadership values?
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1. Pre-Conversation Preparation

- ☐ What are the key goals of this 1:1?
- ☐ What mindset do I want to bring?
- ☐ How am I showing up (body language, tone, energy)?
- ☐ What do I know about what's happening for this person right now?

2. Focus Areas & Agenda (Co-Created)

- ☐ Progress against goals
- ☐ Feedback (giving or asking)
- ☐ Development planning
- ☐ Emotional check-in
- ☐ Project/work challenges
- ☐ Values alignment
- ☐ Recognition
- ☐ Other: _____

3. Coaching Conversation Prompts

Phase 1: Reflect

- ☐ What's been going well lately?
- ☐ Where have you felt most stretched or challenged?
- ☐ What's been occupying your headspace?

Phase 2: Explore

- ☐ What's the real issue here, for you?
- ☐ How have you tried to move forward?
- ☐ What assumptions might be holding you back?
- ☐ How does this align with your values and goals?

Phase 3: Action & Accountability

- ☐ What are your next steps?
- ☐ What support do you need from me?
- ☐ What would success look like before our next 1:1?
- ☐ How can I hold you accountable in a way that works for you?

4. Insight Capture & Observations

- ☐ Key themes or concerns raised:
- ☐ Behaviours or shifts observed:
- ☐ Opportunities for recognition:
- ☐ Coaching insights and follow-up needs:

5. Follow-Up & Commitment

- ☐ Agreed actions or next steps:
- ☐ Date/time of next 1:1:
- ☐ Topics to revisit:
- ☐ Support/resources to provide:

CS Conversation Anchors

- ☐ "Tell me more about that..."
- ☐ "Let's explore that a little further."
- ☐ "How would you like to approach this?"
- ☐ "What does support look like from me?"
- ☐ "Help me understand..."

Leader Reflection Post-1:1

- ☐ Did I remain curious and listen actively?
- ☐ Did I shift into solving mode too early?
- ☐ What was the quality of connection in this session?
- ☐ One thing I did well:
- ☐ One thing I will improve next time:

Coaching Style Alignment

- ☐ Reflect on how your coaching style matched the coachee's needs:
- ☐ Directive ↔ Explorative
- ☐ Supportive ↔ Challenging
- ☐ Tactical ↔ Strategic
- ☐ Ask ↔ Tell

Quick Check: CS REOWM Accountability Model



Relationships

Have I built enough trust and psychological safety for this person to be open and accountable?

→ Strong relationships are the foundation of accountability. Without trust, conversations feel like control rather than support.

Expectations

How clear and mutually understood are the expectations I have set – not just what, but why and how?

→ Accountability starts with shared clarity. Expectations should be co-created where possible and revisited regularly.

Observation

Am I observing with curiosity and context or jumping to conclusions without understanding the whole picture?

→ Leaders must base conversations on evidence and patterns, not assumptions or isolated incidents.

Why / Impact

Have I explained why this matters – to the team, our values, and to them personally?

→ People are more likely to be accountable when they understand the broader purpose and personal relevance.

Measurement

Do we both know what success looks like, and how progress will be tracked or followed up?

→ Without a clear and visible measure, improvement is subjective. Define milestones, outcomes, and follow-up.

This planner is intended for leadership development and internal coaching purposes. Notes are confidential unless otherwise agreed. Please use discretion and respect trust boundaries.