

## Coaching Skills Training Course Scripts

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### About this book

This is the printable scripts from Coaching Skills Training Course, your toolbox to coaching yourself and others with exercises and scripts. If you'd like to order a copy of the main book please either visit [www.UoLearn.com](http://www.UoLearn.com) where both printed books and ebooks are available or your favorite online bookseller.



## Coaching Skills Training Course

### Your toolkit to coaching yourself and others, with exercises and scripts

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This book gives you an easy to follow structure to design inspiring coaching sessions.

- ✓ An easy to follow 5 step model to guide you through the coaching process.
- ✓ Exercises will help you enhance your skills
- ✓ Work at your own pace to increase your ability
- ✓ How to use NLP in your coaching
- ✓ Over 25 ready to use ideas

A toolbox of ideas to help you become a great coach.

## New behavior generator

The New-Behavior Generator helps people change a behavior or habit they already have, or helps them to acquire a new behavior or skill they want to have.

Read through the following script to understand the process. We suggest you use this exactly as it is with willing volunteers to practice your skills; then you can use it with your coachees.

### Remember:

- ✓ Establish rapport before you begin.
- ✓ Get the coachee to close their eyes and relax so they feel comfortable doing this (asking them to take a few deep breaths and sit comfortably will help too).
- ✓ Leave gaps in the script where the coachee may need to think or visualize things.
- ✓ Follow the script.

### New behavior generator script

1. Pick a behavior or skill you'd like to have in a particular situation. It can be something you've experienced or a situation you've never been in before (e.g., being confident in an interview or at a specific event).
2. Select a model – a real or imaginary person. It can also be someone who's died if you wish. Someone who elegantly and effortlessly exhibits this behavior or skill.
3. Make a movie. You're the director watching your model perform this behavior or skill in the situation you want to use it.  
See the images and hear the sounds of the model as he or she goes through the situation you've picked. If you're not satisfied at this point, pick a different model until you are satisfied and everything is as you want it.
4. Now run the movie from start to finish, seeing them doing whatever it is exactly as you see it. Watch them closely, paying attention to their movements, language, actions and reactions, beliefs and expectations of the situation.  
See what they see, hear what they hear, feel what they feel, just as you would whilst watching a movie. The movie can move at any pace.  
Let me know when you've finished by nodding your head.  
<Wait for them to let you know before continuing>
5. Okay, now you've finished, run the movie again, and this time add yourself to it, mimicking them exactly.  
You can be beside them or behind them, imitating and copying their actions, movements, body language, words, tone of voice – everything.
6. Notice the responses your model is getting from those around them. Notice how it feels to receive those same responses yourself. See what you see, feel what you feel and hear what

you hear as you watch, listen and mimic your model.

Notice any finer distinctions you need to make and adjust for yourself to be copying them exactly and make those changes.

Let me know when you're ready to continue by nodding your head.

<Wait for them to let you know before continuing>

7. Now, imagine climbing inside your model, becoming one and the same.  
Notice how the model now becomes you. See yourself there instead of them – your own image, voice and soundtrack.  
Is it all okay? If not, make a few adjustments until it is.  
As you look through what were their eyes in the same movie, consider how this new behavior will effect your life and those around you. Is it an appropriate healthy behavior to have for your benefit and those around you? If not make any necessary changes to modify the behavior. If you're happy that it's good and as you thought, then continue, let me know when you are ready.  
<Wait for them to let you know before continuing>
8. While still inside the image, run the movie again with you doing the same things they did in exactly the same way.  
Feel what it's like to be like this and to have this new behavior as a normal effortless behavior for you.  
Enhance the feeling and make it stronger, notice what you see, feel and hear in detail as you run the movie. Nod when you're ready.  
<Wait for them to let you know before continuing>
9. Now run the movie again. Feel what it's like to be in your own body having this new behavior.  
See all around you how other people and other things look and how others respond to you when you have this new behavior.  
What new things are you telling yourself? How differently does your future look? How differently do you look at your past? What new wonderful feelings do you have as a result of having this new behavior? <Pause>
10. Ask yourself, when would be a good time to use this new behavior in the near future?  
What will you see, hear and feel that indicates to you that it would be useful to begin to behave in this new fashion?  
<Pause>  
Really live it, visualize it and make it real.
11. Just step to the side for a second, as a producer again, and just see if you need to make any final adjustments or if it's exactly how you want it.  
If you need to tweak it, do so now and then step back into it.  
Step back into it at the end of the movie, look back and remember what it was like to exhibit that new behavior. See what you saw, feel what you felt, hear what you heard.  
Learn what you need to learn. Take all the time you need to take in those new learnings.  
<Pause>
12. When you've finished, take a moment to feel proud of the work you've done. Open your eyes when you're ready.

<End script>

## Anchoring

Build rapport – ask the coachee to get comfortable however they wish. Sit or stand close by but to the side (not head on) and ask them what emotion (state) they want to anchor and where they would like to anchor to on their body.

Help them to access the state – ask them to think about a time they felt that way or see how it feels to be like that. Keep asking them questions to build the feeling so it gets more intense. They can also add to it by describing other times they had this feeling. Let them think and visualize and gently assist with open questions about the feeling if they get stuck.

Tell them to see what they saw, feel what they felt and hear what they heard.

Anchor the state – when they're in the feeling they want to achieve. You'll know this by their body language and from what they say. Ask them to set their anchor, to pinch, squeeze, press or hold whichever part of their hand, arm, ear or leg etc they've chosen, and continue to do this as they feel the maximum strength of the desired feeling.

Test the state – when you feel the state is anchored, ask them to open their eyes, tell you their telephone number backwards (to break the state) and then ask them to test the anchor by doing the action they chose.

If they get the feeling the anchor has worked, they can then build on this anchor to strengthen it by repeating the process and adding new events to it as they go along.

If they don't feel the state, repeat the process.

The script that follows takes people through the anchoring process.

### Anchoring script

#### Remember:

- ✓ Establish rapport before you begin.
- ✓ Get the coachee to close their eyes and relax so they feel comfortable doing this (asking them to take a few deep breaths and sit comfortably will help too).
- ✓ Leave gaps in between the script where the coachee may need to think or visualize things.
- ✓ Follow the script.

## Anchoring script

1. Pick a behavior or skill you'd like to have in a particular situation. It can be something you've experienced, or a situation you've never been in before (e.g., being confident in an interview or a specific event).
2. Now decide how you'd like to anchor this behavior or skill in your body using touch. You could pinch your thumb and index finger together, make a fist, squeeze your knee, pinch your ear, squeeze your wrist or anything you wish. Choose something you can do any time to trigger your anchor.
3. You don't need to give me any details throughout this exercise other than how you intend to set your anchor and what behavior or feeling you wish to anchor.  
<For the purpose of this script we're assuming it will be anchored by squeezing their fist and that the feeling is confidence – you'll need to change the details for your coachees.>
4. So, can you tell me now how you wish to set your anchor?  
<Answer: 'Squeezing the fist of my right hand'>
5. Can you also tell me what behavior or feeling you wish to anchor?  
<Answer: 'Confidence'>
6. Now, I'd like you to close your eyes and imagine what it would be like to feel incredibly confident.  
<For other feelings just replace the word 'confident' with the feeling/skill/emotion they've chosen>
7. Remember a time in your life when you felt confident.
8. If you can't remember a time when you were confident, remember a time when you saw someone else feeling supremely confident and imagine what it would feel like to be them.
9. Really focus on how it feels to be confident and allow that feeling to grow.
10. How does confidence taste?
11. What color is confidence?
12. Stand or sit as a confident person would.
13. Really feel what confidence feels like – allow that feeling to build now, make it more intense.
14. What would confidence sound like, if it had a sound?
15. Remember another time when you were fabulously confident in your life or when you felt really good.
16. Imagine a time when you will be really confident and how that will feel.
17. Now take that feeling of supreme confidence, add in any colors, smell, taste and sound and make that confident feeling grow stronger and stronger, almost like an energy that starts to vibrate with great strength, see it getting bigger and bigger.
18. Imagine a dial in front of you, like a volume dial on a music system with a maximum of ten. Reach forward and take hold of that dial. Start to turn it up towards ten. As you do, see the confidence in you growing more and more.

19. Turn that dial all the way up to maximum and as you do, feel the confidence at top strength and intensity, buzzing and vibrating with tremendous energy.
20. When you feel it at its peak, I want you to make a fist with your right hand and squeeze firmly. Either hold the squeeze or release and repeat it a few times whilst the intensity of the feeling of confidence continues. That's right  
<Say this as you observe them doing this.>
21. When you're ready, I want you to open your eyes.
22. Okay, what's your telephone number backwards?  
<This will break their state>
23. Now, <or whatever action they have decided to use to set the anchor> make a fist with your right hand and tell me how you feel. <To test the anchor worked>
24. Now, whenever you need to feel confident, all you need to do is make a fist with your right hand. You'll need to practice this and make the anchor really strong. From now on, any time you feel really good or confident make a fist in the same way.

<End script>

If they feel confidence, even slight confidence, then it has worked. If they feel nothing you need to repeat the exercise.

**Tips:**

The coachee must continue to strengthen the anchor so that the positive emotion is stronger than the negative ones it's going to replace. If it's not strong enough, there's a risk that when they trigger the anchor (when they make a fist) the stronger negative emotions could be anchored instead. Then, when they trigger that anchor in future it will make them feel the negative emotion. This will not happen if they practice and strengthen the anchor you set with them.

## Relaxation technique for calm and focus

Sometimes, all that's required is to just relax, to feel good and clear your mind. Here is a simple relaxation technique you can do for yourself or use to help others. Doing this each night before you go to sleep will help you to let go of the day's activities and get a sound night's sleep. It can also be used to prepare yourself for meditation, or relax during the day should you need to, and is great to help with stress and anxiety.

### Relaxation script:

1. Sit upright or lie down and get as comfortable as you can with your arms in an open posture, or on your thighs or chair arms. Uncross your legs and have your feet flat on the floor if sitting. Remove your shoes if you wish.
2. Close your eyes and begin to focus on your breath.  
Take three deep breaths from the abdomen and try to remain focused on the breath, allowing any thoughts to leave your mind.  
Zone out from any distractions or noise by bringing your focus and attention back to the breath.
3. Take your awareness to your feet and notice any tension present.  
Allow the tension to be released.  
Let the muscles in your feet go and let your feet feel heavy, as if they were sinking into the ground.
4. Now take your awareness to your ankles, calves, the front of your legs and all the way up to your knee sockets.  
Scan for any tension and let it go, allowing it to flow down your legs and out of the end of your toes.  
Remember to breathe, breathing in relaxation and allowing the breath to breathe out tension and anything you don't need.
5. Take your awareness to your upper legs and hips.  
Scan for any tension and let it go, allowing it to flow down your legs and out of the end of your toes.
6. Now move up to your stomach and lower back, up to your chest and upper back.  
Scan for any tension and let it go, allowing it to flow down your body, all the way down and out through the end of your toes.  
Breathing in deep relaxation and calm, and breathing out stress and tension.
7. Take your attention to your shoulders, upper arms, elbows and down through your lower arms. Allowing any tension you find to gently flow down your arms and be released through the ends of your fingers.  
Feeling more deeply relaxed and calm now.

8. Focus on the back of your neck, up the back of your head, top of your head to your forehead, eyebrows, eyes, behind your eyes, cheekbones, ears, tip of your nose, lips and chin  
Allow any tension to flow away down and out of your body.  
The breath bringing total calm and relaxation and removing any last bits of remaining tension from your whole body.  
Your whole body now feels heavy and relaxed, fully supported by the chair or bed.  
Imagine a beam of light entering the top of your head and gently scanning down your body for any tiny remnants of tension and dissolving them as it flows through.  
It's a color that you like or that means something to you.  
When it reaches your feet, it changes to a color of great healing and calm and starts an upward flow, filling your body, repairing and renewing anything that needs it as it goes along.  
When it reaches the top of your head, the color stays within your body.
9. There is nothing for you to do, only relax and focus on your breath.  
Continue to breathe and focus on the color you have chosen.  
Relax here for as long as you like.
10. When you're ready to move, gently wiggle your fingers and toes and slowly open your eyes.  
Allow yourself to come back to full consciousness slowly and have a good stretch before you stand up and continue with your day.

<End script>

If you carry out this exercise regularly, you'll find it will refresh you and help you cope with the pressures and demands of life. The more you do it, the easier it will be and the quicker you'll be able to reach a deep level of relaxation.