



Kata Coaching Record

Date

Time

Learner	Coach	2nd Coach
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INTENTION for this coaching cycle	What is your focus for this cycle?
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CONNECTION Connect first, coach second	Always ensure you connect with your learner first - to understand their mindset and see if they are ready for coaching
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Q0 ⌚	What is your challenge ?	If Challenge not defined, ask: What are you trying to achieve?
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Q1 ⌚	What is your Target Condition ?	In Planning Phase - Where are you now in the IK process?
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Q2 ⌚	What is your Current Condition ?	What is the gap between your TC and your CC?
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⌚	What did you plan as your last step?	
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⌚	What did you expect?	
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⌚	What actually happened?	How did that make you feel?
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⌚	What did you learn?	And what else did you learn?
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Q3 ⌚	What obstacles do you think are preventing you from reaching your Target Condition?	In Planning Phase - ignore these questions
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⌚	Which <u>one</u> are you addressing now?	
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Q4 ⌚	What is your next step ?	
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⌚	What do you expect ?	What do you expect to learn? To feel?
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⌚	Is there anything in your way of taking this step?	In planning phase (or if you think your learner is overwhelmed)
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Q5 ⌚	How quickly can we go and see what you have learned from that step?	
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As each question is asked, note down the number of minutes past the hour next to the clock symbol. This will give you data about where the time is spent in the cycle.	Microlearning	What did you learn about your learner? About coaching?
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Kata Coaching Reflection

What was your focus or intention for this cycle and why?	
What did you expect to happen?	
What actually happened?	
Where did your learner reach a threshold of knowledge?	
What was hard for the learner today?	
What was hard for you, as the coach, today?	
What did you learn about your learner?	
What did you learn about coaching?	
What other observations or thoughts do you have?	
What is your intention for the next coaching cycle?	

