



AI-Assisted Coaching Worksheet

Practical ways leaders can use AI tools (ChatGPT, Grok, Copilot, etc.) to support coaching and feedback

1. Preparing for a Coaching Conversation

Use AI to help you clarify the purpose of the conversation and structure your approach.

Prompts Leaders Can Use:

- “Help me prepare for a coaching conversation with an employee struggling with deadlines.”
- “Give me 5 open-ended questions I can use to explore root causes without sounding accusatory.”
- “Create a short script using the GROW model for this situation: [describe scenario].”

Output You’ll Get:

- Conversation flow
 - Coaching questions
 - Key points to emphasize
 - Neutral, professional phrasing
-

2. Practicing Difficult Conversations

AI can act as a role-play partner to build confidence.

How to Use It:

- Ask AI to play the employee.
- Practice giving feedback.
- Have AI respond in multiple styles (defensive, confused, disengaged).

Sample Prompt:

“Role-play as an employee who becomes defensive when I mention performance issues. I will practice delivering feedback, and you respond realistically.”



3. Generating Coaching Questions

AI can help leaders avoid fixing and instead ask better questions.

Prompts:

- “Give me 10 coaching questions focused on decision-making.”
 - “Create questions that help an employee reflect on their teamwork challenges.”
 - “Provide coaching questions that build accountability without sounding punitive.”
-

4. Structuring Feedback Using Models

AI can quickly map a real situation to a coaching framework.

Use Cases:

- Turning an observation into SBI feedback
- Turning a challenge into GROW questions
- Simplifying next-step action plans

Sample Prompt:

“Convert this situation into an SBI feedback statement and follow-up coaching questions: [describe behavior].”

5. Creating Post-Meeting Follow-Up Notes

AI can summarize notes and generate clear follow-up steps.

Prompts:

- “Summarize these meeting notes into a coaching follow-up.”
- “Create a 3-step action plan based on this conversation.”

Benefits:

- Clarity
 - Documentation
 - Consistency across managers
-



6. Building Employee Development Plans

AI can help translate goals into development activities.

Prompts:

- “Help me create a 30-day development plan for an employee improving their communication skills.”
 - “List practical development actions for someone building leadership confidence.”
-

7. Identifying Patterns in Coaching Topics

Leaders can enter anonymized notes to help them identify trends.

Prompts:

- “Review these coaching notes and identify patterns or root causes.”
- “What themes do you see across these conversations?”

Important: Never enter confidential or personally identifying information.

8. Preparing Messaging for Employees

AI helps leaders phrase messages clearly and respectfully.

Prompts:

- “Rewrite this coaching message to sound more supportive.”
 - “Make this feedback direct but empathetic.”
-

9. Using AI as a Learning Partner

For leaders new to coaching, AI can be a free on-demand development tool.

Prompts:

- “Teach me the basics of coaching in 10 bullet points.”
 - “Explain the GROW model like I’m new to leadership.”
 - “Give me examples of what good coaching questions sound like.”
-



10. Workflow: How to Use AI Before, During & After Coaching

Before Conversation:

- Draft questions
- Build framework
- Practice delivery

During Conversation:

- (Not recommended live — focus on the person)

After Conversation:

- Capture notes
- Summarize commitments
- Draft follow-up communication

Leader Action Step

Choose one area above and commit to using AI for your next coaching conversation.

AAIM Employers' Association — Helping leaders coach with clarity, confidence, and consistency.