

20 Key Skills of a Life Coach

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- ◆ **Listening-** There is more to listening than just hearing. Capturing the unsaid makes up the core of the listening skill.
- ◆ **Feedback-** Be ready to give some constructive feedback without sounding partisan or critical.
- ◆ **Observing-** Stay alert to the underlying factors so you can act on them.
- ◆ **Analyzing-** As a Life Coach you will come across several information which you will have to analyze and draw conclusions from.
- ◆ **Communication-** Be comfortable with communicating yourself, whatever be the medium.
- ◆ **Timing-** Be aware of when your client needs to move to the next stage. You should also know when to ask what type of questions.
- ◆ **Assimilation-** Be prepared by integrating all your information.
- ◆ **Organizing-** If you are not organized, you are bound to get confused. Keep your entire information and work load in an orderly fashion.
- ◆ **Empathy-** Be kind and compassionate to your client's needs and problems.
- ◆ **Ethics-** Maintain your client's information in confidentiality.
- ◆ **Complimenting-** Feel free to compliment your clients whenever necessary. It makes them happy.
- ◆ **Motivating-** Encourage your clients and make them feel happy about what they are doing.
- ◆ **Empowering-** Empower your clients to move ahead and succeed.
- ◆ **Intuition-** Having a good read on your "gut feelings" and being able to communicate them.
- ◆ **Energetic-** You have to be energetic because you need high levels of vigor to be able to motivate.
- ◆ **Positivism-** You as a Life Coach should be positive in your approach, attitude, tone and even writing. It is your positive outlook that spreads to your clients.
- ◆ **Creative-** You have to come up with a number of new ideas to help your clients. Idea formation plays a major role in the career of a Life Coach.
- ◆ **Interested-** You are sincerely interested in your clients and their success.
- ◆ **Self-Assured-** You should be confident enough in yourself to be able to make the coaching conversation "all about the client" ...It's not about you!
- ◆ **Thirst for knowledge-** There are new things happening every minute and you, as a Life Coach, have to be familiar with the changes around you. Update yourself with research and get familiar with new areas that you may encounter. This is so you can help your client with what he/she prefers to work on.

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