



# Micro-Tools.

Sample Micro-Tools for everyday coaching  
from Keddy Consultants.

The value of using 'micro-tools' in everyday conversations evolved from a recognition that managers often lack time for holding regular coaching sessions with their staff, however even brief, 'in the moment' coaching interventions can inspire and cause individuals to reflect. This is a small selection of the many which have been created.

## **JAM**

Just a minute.

Where are you at present?  
Where do you want to be?  
What's already working?  
What am I impressed with?  
What do you need to do now?  
What is the first step you'll take?

## **AFFIRMATION & ACTION**

Summarise what's most impressed you.  
Agree next steps based on what works.

Choose:

What is most likely to succeed.  
What is easiest.  
Observing what works.  
At random.

## **'TED-PIE'**

Confirming messages have been received.

Tell me.  
Explain to me.

Describe to me – Previously,  
In detail and Exactly.

## **SIMPLEXITY**

The art of making complex things simple.

Do more of what works.  
Stop doing what doesn't work and  
do something different.  
Who is the customer?  
What do they want?

## **SCALING**

Recognising what's working and amplifying  
this to go further.

What's happening to get you to  
this level?  
What will it take for you to move  
up a point?

## **SAW**

Cutting to the chase.

Situation statement (summary of  
situation)  
Action or assessment statement,  
giving supporting evidence (what  
needs to happen/what will happen)  
Wrap up (clarify, ensure all is clear,  
close the conversation).