

Terms, Vocabulary or Lexicon commonly used in Personal, Professional or Life Coaching

- 1. Goal setting:** The process of defining and planning specific objectives or targets that a client wants to achieve.
- 2. Action plan:** A detailed outline or roadmap that specifies the specific steps and strategies a client will take to achieve their goals.
- 3. Accountability:** The act of holding a client responsible for their actions, commitments and progress toward their goals.
- 4. Values:** Core beliefs and principles that guide an individual's behaviour, decisions and overall sense of purpose.
- 5. Self-awareness:** The ability to recognize and understand one's own thoughts, emotions, strengths, weaknesses and patterns of behaviour.
- 6. Limiting beliefs:** Negative or self-defeating thoughts or beliefs that can hinder personal growth and success. Coach's help clients identify and challenge these beliefs.
- 7. Growth mindset:** A belief that one's abilities and intelligence can be developed through dedication, effort and learning. It fosters resilience and a willingness to embrace challenges.
- 8. Visualization:** A technique where clients mentally create vivid images of themselves successfully achieving their goals, enhancing motivation and focus.
- 9. Empowerment:** The process of helping clients recognize their own strengths, skills and resources, enabling them to make confident decisions and take meaningful action.
- 10. Active listening:** The practice of fully engaging and focusing on the client's words, body language and emotions, while providing undivided attention and empathy.
- 11. Reframing:** Shifting a client's perspective or interpretation of a situation or challenge to create a more positive or empowering viewpoint.
- 12. Feedback:** Providing constructive and specific information to clients about their performance, progress and areas for improvement, fostering growth and development.
- 13. Self-reflection:** The process of examining one's own thoughts, feelings and experiences to gain insight, learn from past experiences and make informed choices.
- 14. Motivational interviewing:** A communication style that coaches use to explore a client's motivations, build intrinsic motivation and elicit commitment to change.
- 15. Positive psychology:** An approach that focuses on identifying and nurturing an individual's strengths, well-being and positive emotions to enhance personal growth and happiness.
- 16. Work-life balance:** The equilibrium between a client's personal life and professional responsibilities, ensuring they allocate time and energy to various aspects of their life.
- 17. Resilience:** The ability to adapt, recover and bounce back from challenges, setbacks and adversity, while maintaining a positive mindset.

- 18. Boundaries:** Establishing clear limits and expectations regarding personal space, time, energy and relationships to maintain a healthy balance and protect one's well-being.
- 19. Transition coaching:** Assisting clients in navigating major life transitions, such as career changes, retirement, relocation, or relationship shifts, providing support and guidance.
- 20. S.M.A.R.T. goals:** A framework for setting goals that is Specific, Measurable, Achievable, Relevant and Time-bound, enhancing clarity and effectiveness.

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