

PROCESS OF COACHING

STAGE 1. ENGAGEMENT & UNDERSTANDING

- Discuss drivers & establish whether coaching is the most appropriate solution.
- Agree how we can work together, based on the coachee agenda.
- Establish roles of the line manager and sponsor.
- Confirm whether the 'chemistry' is right
- Set timescales, usually 6 sessions, over 9 months every 6 weeks, reviewed after 3 sessions.
- Agree logistics and process & outline the cancellation policy



STAGE 2. COACHING GOALS

INITIAL MEETINGS:

- Establish coaching goals, meet with manager.
- Understand the measures - how will we know the goals have been achieved?
- Agree expectations.

ONGOING MEETINGS:

- Work towards achieving the agreed goals.
- Constructively challenge blocking behaviour/mindset.
- Agree actions between sessions
- Review actions agreed at previous session & learnings
- Celebrate successes, acknowledge progress & highlight patterns of behaviour.



STAGE 3. REVIEW

Review progress against agreed measures at agreed timeframe with coachee and sponsors.



SUPPLEMENTARY TOOLS

- Psychometric instruments
- 360 feedback
- Development models
- Performance tools



MY COMMITMENT

I will only take on a coaching assignment when I genuinely believe I can help the individual in their development and performance.