

Coaching Sessions.

The purpose of this exercise is to prepare for a coaching session that you will be undertaking with one of your team members. This coaching session will cover one of three coaching situations - success, improvement or managing performance.

Date:

Participant:

SETTING THE AGENDA	
<p>What is the Agenda? (content)</p> <p>What do you think the agenda for the session might be?</p> <p>What do you think the participant will find useful in the meeting?</p> <p>How will you agree on the Agenda? (process)</p> <p>What questions could you ask to see what the participant would like to achieve in the session?</p> <p>What will you do to ensure the agenda/purpose of the session comes from the participant?</p> <p>How will you know you both have agreement on the agenda?</p> <p>Is there anything you wanted to try to do differently/build on from the last session regarding your coaching style?</p>	
USING THE TOOLS (EXPLORING THE ISSUES & THEN LOOKING AT OPTIONS FOR ACTION)	
<p>What are the issues/options? (content)</p> <p>What have you observed about the participant in the workplace since the last session?</p> <p>What feedback do you want to give the participant?</p> <p>How do you want to communicate the feedback?</p> <p>How will you explore the issues/options? (process)</p> <p>What questions will you ask to understand what is happening now for the participant?</p> <p>How will you facilitate the participant to look at the whole picture and look for patterns/reoccurring themes?</p> <p>What questions will be asked to appreciate the options for action?</p> <p>How will you know you have explored all the options?</p>	
ACTION PLANNING	
<p>How will your action plan? (process)</p> <p>What questions will you ask to understand how active the participant is to the identified actions?</p> <p>How will you work with the participant to increase their commitment to the agreed outcomes?</p> <p>How will you know you both have agreement on the action plan?</p>	
REFLECTION (ON YOUR COACHING)	
<p>Work through the process of continuous learning and note any thoughts that you would like to build on or try to do differently for the next session.</p>	