

TOOLS

Before Coaching	During Coaching	Follow-up After Coaching
<p>PHASE:</p> <ul style="list-style-type: none"> ■ Desired Results <p>CONSIDER:</p> <p>Coaching Readiness Coaching Behavior Approach</p>	<p>PHASE:</p> <ul style="list-style-type: none"> ■ Data & Discovery ■ Action Plan ■ Action Learning <p>COACHING PRACTICES:</p> <p>Focused Listening: Listening beyond the words</p> <p>Uncovering New Perspectives: Helping “unstick” the Coachee</p> <p>Truthful Feedback: Reinforcing or changing behavior</p>	<p>PHASE:</p> <ul style="list-style-type: none"> ■ Action Learning ■ Results <p>CONSIDER:</p> <p>Coaching Action Plan Review Look for “Truthful Feedback” Moments</p>



TOOLS

Before Coaching

PHASE:

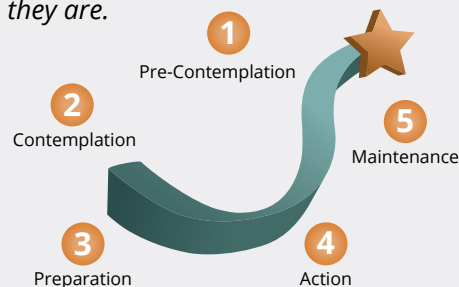
Desired Results: Determine the goals for you and your Coachee.

CONSIDER:

How ready is your Coachee to be coached?

Excellent:	C6	Has intrinsic need to grow.
Very Good:	C5	Has an earnest desire to improve.
Good:	C4	Assessment comes as a wake-up call.
Fair:	C3	Complacent and unmotivated to change.
Very Low:	C2	Resists or defies feedback.
Extremely Low:	C1	Not receptive to collaborating or working together. May consult with Human Resources.

Where is your Coachee ready to start learning? *Remember to meet them where they are.*



During Coaching

PHASE:

Data & Discovery: Uncovering facts

Action Plan: Create a specific set of actions

Action Learning: Finding places to practice and refine

COACHING PRACTICES:

Focused Listening: Listening beyond the words

- Open ended questions
- Probing questions
- Listening skills

Uncovering New Perspectives: Helping “unstick” the Coachee

- Listening for growth and fixed mindsets
- Time stretching
- Using the lens of another person: How do they see it
- Metaphors and stories

Truthful Feedback: Reinforcing or changing behavior with specific feedback: Collaborating vs. Directing

- Ensure enrollment
- Confirm intentions
- Be specific
- Ask for reactions
- Create an action plan

Follow-up After Coaching

PHASE:

Action Learning: Establish opportunities to practice new behaviors

Results: Measure progress to goals and sustain success

CONSIDER:

Coaching Action Plan Review

Look for “Truthful Feedback” Moments

- Doing it “right” and letting them know you noticed
- Further development options
- Missed opportunities and observations

HOW ARE YOU SHOWING UP?

- Be Present
- Hold Empathy
- Acknowledge the Range of Feelings
- Maintain Boundaries
- Be Aware of Body Language
- Be Willing to Challenge
- Self as Coach: How are you Showing Up?