



About Coaching and Getting the Best from it

“Coaching is unlocking a person’s potential to maximise their own performance. It is helping them to learn rather than teaching them.” (Sir John Whitmore)

Coaching is an ongoing relationship that “helps clients produce fulfilling results in their personal and professional lives.” (International Coaching Federation)

What does it look like?

Coaching consists of a series of conversations between a coach and coachee.

Coaches do not give you answers or advice. Coaching **facilitates your thinking** and helps you to draw on your own resources and skills to **find the answers for yourself**. It is an emergent not a prescriptive process.

Through a confidential process of exploration and discovery, a coach will:

- help you discover, define, and move towards your desired goals
- help raise your awareness, discover new options, and encourage you to take responsibility for your actions



A typical coaching programme outline

Pre-coaching	<ul style="list-style-type: none">• Pre-coaching questionnaire and discussions What am I looking to achieve? Is coaching the right intervention?• Gather data (eg 360 feedback) and talk to managers if agreed
First session	<ul style="list-style-type: none">• Getting to know you• Exploring and finalising goals and desired outcomes• “Contracting” - coach and coachee agree how best to work together, how we’ll evaluate progress & practicalities such as how often to meet
Regular coaching sessions	<ul style="list-style-type: none">• A focus and a goal for each session is selected by the coachee• The coach will generally guide and structure the session (using eg the GROW model)• By the end of the session you will have arrived at concrete actions to take you forward towards your goals• The coach will hold you responsible for achieving these actions• Evaluate session and give feedback to your coach
Review	<ul style="list-style-type: none">• Your coach will periodically ask you to review your goals, how you’re progressing and ask whether anything needs to be adjusted with the coaching to help you progress
Final session	<ul style="list-style-type: none">• Review results, celebrate success• Evaluate the coaching programme. What have we both learned?• Develop an ongoing learning plan to maintain progress

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Coaching is:

Confidential – so you are free to explore your dreams, thoughts, feelings, and concerns, in a safe and trusting space – a space that is not generally possible within day-to-day business life.

Non-judgemental – a coach offers feedback in an open and constructive way.

Focused on you – You will do most of the talking and the thinking. Your coach's attention will be on you: listening, reflecting, asking questions, supporting and encouraging. The answers are already in you. *You* are the expert in how best to move forward.



How to Get the Best out of your Coaching Sessions

- ✦ Bring commitment to the process and take responsibility for your goals and learning. Your coach will support and guide you, but you are responsible for applying and embedding the learning
- ✦ Come to each session with a direction in mind and specifics that you want to address
- ✦ Prepare yourself – allow some time beforehand – make sure you know what you want to cover – make sure you're in the best internal state for you – consider where the best place is for you
- ✦ Bring your whole self openly – disclose and unpack your thoughts and feelings; be open to seeing things differently and trying new approaches; be willing to evolve as well as develop yourself
- ✦ Be direct with your coach about what you want and tell them. If something makes you feel uncomfortable, say so.
- ✦ Review - take some time after each meeting to make a note about discoveries, insights or themes that were explored; write down actions and follow them through
- ✦ Journal - the value of coaching does not just happen in the session. Allow for realisation to build in between sessions; keep notes and build on your learning. Keep a journal of significant thoughts, learning, matters to address next time.
- ✦ Share what you are doing with others (personal and professional). When we openly commit, we are more likely to realise our goals.