THE COACH GUIDE

Coach

COACHING AND LEARNING

Development that happens in the working week.



IN THIS GUIDE

At a glance	Why Coach	**2**
Learning library	Learning	**3**
Self-coaching	Coaching tool	**5**
Buddy coaching	Coaching tool	**7**
Team coaching	For team leaders	**9**

AT A GLANCE

Why Coach

Development that happens in the working week.

THE CHALLENGE

Coaching reaches a few senior people, and everyone else gets a course they rarely finish.

WHAT COACHA DOES

Coach puts every development resource in one library, gives each person ten prompts from a goal to a next step, and pairs colleagues to coach each other on a regular rhythm.

WHAT CHANGES

- **Someone in every person's corner**
- **Goals that get followed through**
- **Learning tied to each person's own results**

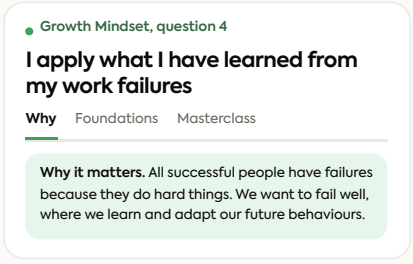
IN COACH

Learning library

Every result comes with practical resources, as modules people work through.

Open to everyone

Progress is private to each person.



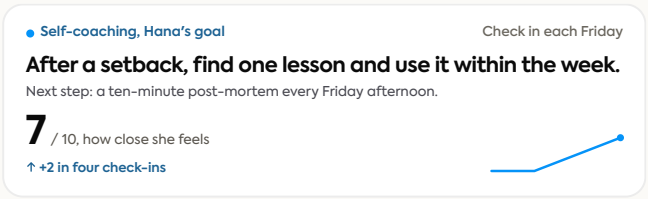


Self-coaching

Ten prompts that take a person from a goal to a step they will take.

Ten prompts, with check-ins

Read only by the person.

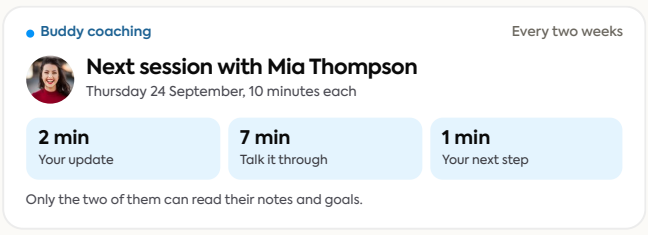


Buddy coaching

Two colleagues meet on a rhythm, set goals and keep each other going.

Ten minutes each, every week or two

Only the two buddies can read it.



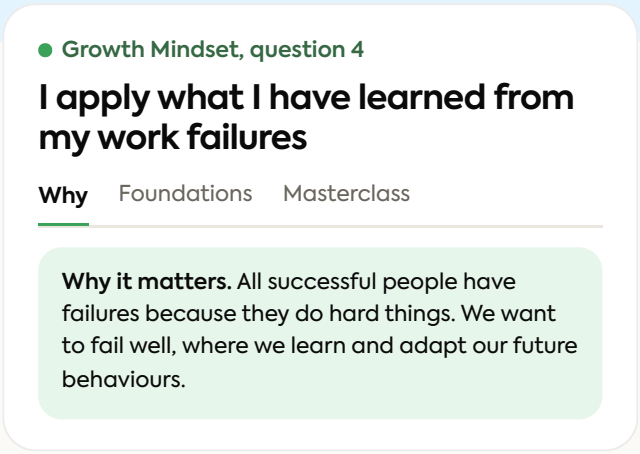
LEARNING

Learning library

Every result comes with practical resources, as modules people work through.

Every assessment's development resources become modules anyone can work through and tick off. People pick up where they left off, starting from the questions they answered.

What is in it	A module for every question of every assessment and the engagement survey
Who can read	Everyone, whatever they have been assigned
Progress	Kept for each person, and read by nobody else
For HR	The same library, with how many modules each course holds



A module: why the question matters, then Foundations and Masterclass tips.

WHAT CHANGES

- **Learning connected to each person's own results**
- **Small, practical modules people finish**
- **One place for every development resource**

WHAT IS IN THE LIBRARY

A course for every assessment.

Every module in the library is printed in full, every tip, in the guide for its area.

Course	Area	Modules	Printed in full in
Personality 5	Perform	25 modules	Perform guide
Energy and Time	Perform	20 modules	Perform guide
Triple Intelligence Leadership	Lead	15 modules	Lead guide
Winning Teams	Lead	16 modules	Lead guide
Value-Centred Selling	Sell	15 modules	Sell guide
Value-Centred Sales Leadership	Sell	9 modules	Sell guide
Engagement survey	Engage	12 modules	Engage guide

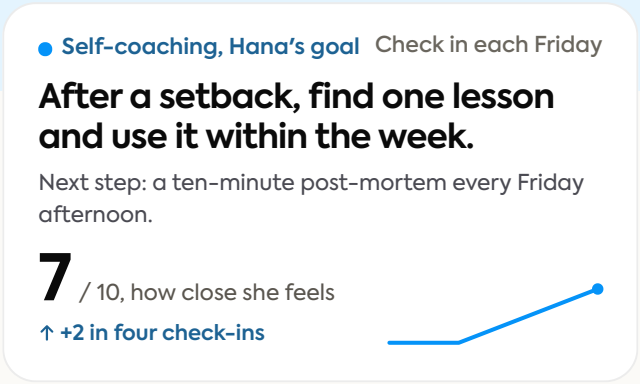
COACHING TOOL

Self-coaching

Ten prompts that take a person from a goal to a step they will take.

Ten prompts and a worked example take a person from a goal, through their options, to a next step they commit to. What they write stays theirs.

The guide	Ten prompts, one at a time, answered in the person's own words
The goal	Suggested from their own results, or one of their own
Check-ins	One action at a time, checked every two weeks
Finishing	How they feel now, kept with the plan to read again
Read by	Only the person. Nobody at the organisation can read it, through any screen



A self-coaching goal, with how close the person feels and their check-ins.

WHAT CHANGES

- **Clear goals people set for themselves**
- **Options thought through before acting**
- **A committed next step, every time**

Ten prompts from a goal to a next step.

This 10-point guide can help you to coach yourself. This will make it easier for you to achieve your goals and sustain the changes you want.

01 My goal
My goal is

02 Importance
My goal is important to me

03 Benefits
Three benefits of achieving my goal

04 Realistic
My goal is realistic for me to progress

05 Readiness
I am ready to act now

06 What has worked before
What have I done well in the past to progress this goal or a similar goal?

07 Resources
What resources do I have to help progress my goal?

08 Next action
In the next 2 weeks, 1 action I will take to significantly advance my goal

09 Obstacles
What obstacles might impede my goal and how will I overcome them?

10 How I will feel
How will I feel when I achieve my goal?

And when it does not go to plan. It is human to experience relapse or setbacks when we pursue goals. We return to progress by focusing on the next positive action we can take.

THE WORKED EXAMPLE

I want to cope well with uncertainty at work.

THREE BENEFITS

- I would feel less stress at work and at home
- I would concentrate better on my main work tasks
- I would be displaying an important leadership behaviour

WHAT HAS WORKED BEFORE

- I went to the gym or walked each day to relieve stress
- I kept working hard and added value on my main work projects
- I tried to be openminded about potential changes

NEXT ACTION

I will focus on things within my control at work. When I start to worry about uncertainty, I will disrupt this pattern by re-focussing on a high value task. This has worked in the past. Because I enjoy my work, I can usually get back 'in-the-zone'.

OBSTACLES

- **Some colleagues are negative about the future, and this can impact my mood.** Listen to colleagues' concerns but quickly return to my projects and high value tasks. Spend more time with positive colleagues.
- **I can be pessimistic about change.** Keep fostering a growth mindset. Believe you will be able to use your skills and effort to adapt in the future.

HOW I WILL FEEL

Calm, Relieved, Empowered to better adapt to change

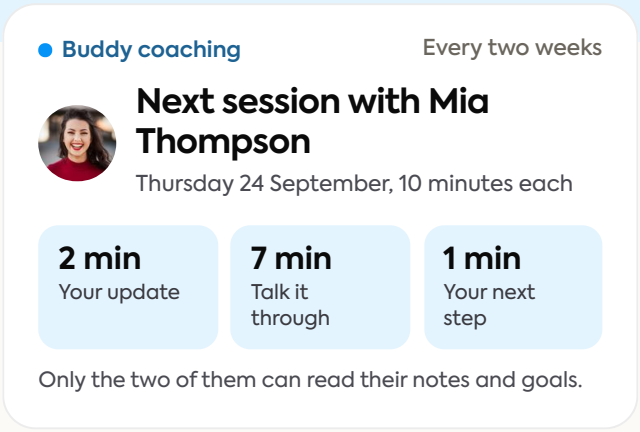
COACHING TOOL

Buddy coaching

Two colleagues meet on a rhythm, set goals and keep each other going.

Colleagues pair as buddies, meet on a regular cadence, set goals and coach each other towards them. Their notes are private to the two of them.

A session	Ten minutes each: an update, a conversation, and one next action
How often	On a cadence the pair choose. Once a month works best for most people
Goals	Each buddy keeps their own goals, and can start from their self-coaching goal
Read by	Only the two buddies. Team leaders and HR cannot see it



The next buddy session: ten minutes each, private to the pair.

WHAT CHANGES

- **Someone in every person's corner**
- **Goals that get followed through**
- **Coaching that spreads across teams**

How a pairing works.

Every pair gets the outline from the Self-Coaching Guide, in the platform and as a resource to keep.

Who?

- A motivated colleague who has a similar level of experience to you.

Why?

- Collegiality / support / winning together
- Holding each other accountable to achieve goals

How?

- Each buddy pair connects in-person, by video, or by phone
- Buddy coaching sessions can last for as little as 20 minutes, 10 minutes per person (could be an hour if that's what you agree)
- Solution-focussed, goal-oriented, protect each other's confidentiality
- In an initial 1-hour session, you could ask each other the 10 questions in the Self-Coaching Guide

One 10 + 10 minute format:

- Buddy 1 provides a 2-minute update on their goal progression
- Buddy 1 & 2 discuss for 7 minutes
- Buddy 1 makes notes about additional actions they will take
- Buddies switchover

When?

- Once per month seems to work best for most people
- Protect your buddy coaching appointment in your calendar

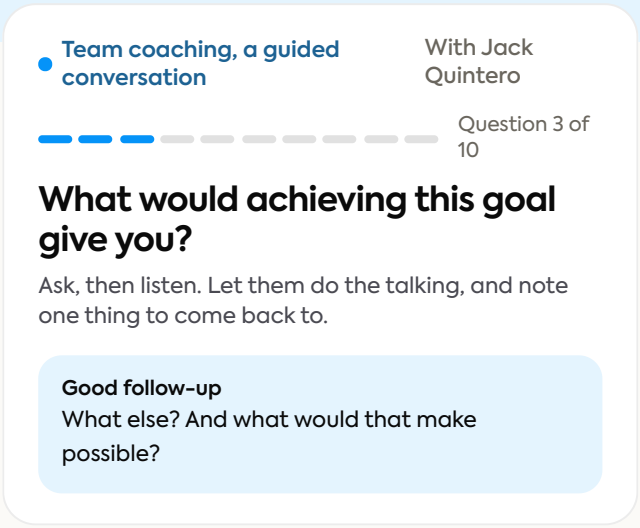
FOR TEAM LEADERS

Team coaching

A guided coaching conversation for leaders and the people they lead.

Team leaders get a guided coaching conversation: one person, one goal, the ten questions of the Self-Coaching Guide, one at a time. It is a resource, so nothing is recorded.

The conversation	One person, one goal, ten questions, one at a time
The leader's role	Ask, listen, let them do the talking, and close on one action
Time	About an hour for a first conversation
Team results	Each team's engagement resources, with the team's scores, to work through together
What is kept	Nothing. Team coaching is a resource, not a record



A guided conversation: one question at a time, with a follow-up to try.

WHAT CHANGES

- **Leaders confident to coach, not only to manage**
- **Better one to one conversations**
- **Teams that grow their own capability**

Coach works with every area

Each area is complete on its own. Together they share the same people, teams, reports and learning.

Perform Self-leadership	Personality 5 and Energy and Time results turn into self-coaching goals and buddy goals.
Lead Leadership and teams	Leaders coach their teams with the guided conversation, and every Lead result links to the library.
Sell Selling that creates value	Sales actions and buddy coaching share one habit: plan it, do it, review it.
Engage How people experience work	Team leaders take their team's engagement resources into a coaching conversation.

See Coacha with your people in mind.

Tell us what you want to move forward, and we will walk you through the areas that fit.

Coacha

team@coacha.co

www.coacha.co