How do I prepare as coach?
Coach and coachee have different perspectives on planning

Planning

**Resources:**
- What does the coaching process look like?

**Coach and coachee have different perspectives on planning**

Resources for Coaches
- How can I grow as a coach?
- How do I prepare as coach?
- What techniques do coaches use?

Resources for Coachees
- How do I reflect on my coaching needs?
- How do I select a coach?

Contracting

**Resources:**
- What does a coaching contract cover?

Coaching

**Resources:**
- How do coaching conversations work?
- How do I build momentum for change?
- What does an action plan look like?

Evaluating

**Resources:**
- How do we evaluate the effectiveness of the coaching process?
- How do we reflect on the coaching relationship?
How do I prepare as coach?

- Planning to engage in a coaching relationship is a critical part of the coaching process.
- Preparation for conversations will assist you to be more “in the moment” and focused on the conversation when you are with the coachee.
- This resource will help you prepare a solid foundation for the coaching relationship in conjunction with the following resources:
  - How can I grow as a coach?
  - What techniques do coaches use?
  - How do coaching conversations work?
  - How do I build momentum for change?
Coaching is…

… a professional learning strategy using questioning and conversation to support professional growth. Coaching may, at times, cross into the following:

> Mentoring
  – generally a relationship between a more experienced mentor and less experienced mentee
  – about learning from an expert and gaining knowledge from his or her experience
  – often occurs during transition to a new career stage or role

> Teaching by instruction
  – about teaching particular skills
  – typically a one-way transfer of knowledge

> Counselling
  – focuses on unravelling particular problems and difficulties
  – is often sought in times of change or crisis
Preparing as coach

- The coaching process begins before coach and coachee meet
- The following slides support you to think about three important things:

  What do I already know about the coachee?

  How can I keep us on track?

  How will I get the balance between being prepared vs. being in the moment?
What do I already know about the coachee?

> Being a coach is about using conversation and questioning to support a coachee to improve their practice
> You may already have a view about the coachee’s capabilities, which could impact the coaching relationship so it is important to challenge your assumptions
> Evidence to test your view can come from a variety of sources, including classroom observation and the coachee’s participation in teacher forums
> Think about how you might learn more about the coachee and discuss this with the coachee in your first meeting:
  – would they be open to you seeking other perspectives?
  – who would they suggest you talk with to get different perspectives?
> A considered and informed view of your coachee can help you to be aware of times during the conversation when the coachee is demonstrating accurate self-awareness and times when they may be demonstrating that they have some blind-spots about their practice, behaviour and/or knowledge
How can I keep us on track?

> While coaching is about fluid conversations, a truly effective coaching relationship also maintains some structure to ensure that the goals of the coaching relationship are met.

> Ideally, the coachee will drive the coaching relationship, however, the coachee may look to you to maintain a focus on the overall coaching process and agreed outcomes.

> A few practical things to think about:

- How will you document your work with the coachee?
- How will you help the coachee prepare for each session?
- How will you encourage the coachee to share his/her expectations?

> You can also help your coachee to see the progress they have made by reminding them about key successes and barriers they have overcome.
How will I get the balance right?

> There are always tensions in a coaching relationship
> These tensions are about striking a balance between:
  – being well prepared and responding flexibly to the coachee’s agenda
  – finding out what you can about the coachee and not making assumptions
  – listening to other perspectives and keeping an open mind
> Preparation is important, but once the coaching conversation starts, be in the moment!
## Keeping on track

> Write a few notes to reflect your thoughts on the following three questions

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<th>How will you document your work with the coachee?</th>
<th>How will you help the coachee prepare for each session?</th>
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> You may wish to share your notes with your coachee and discuss whether these meet their needs and expectations