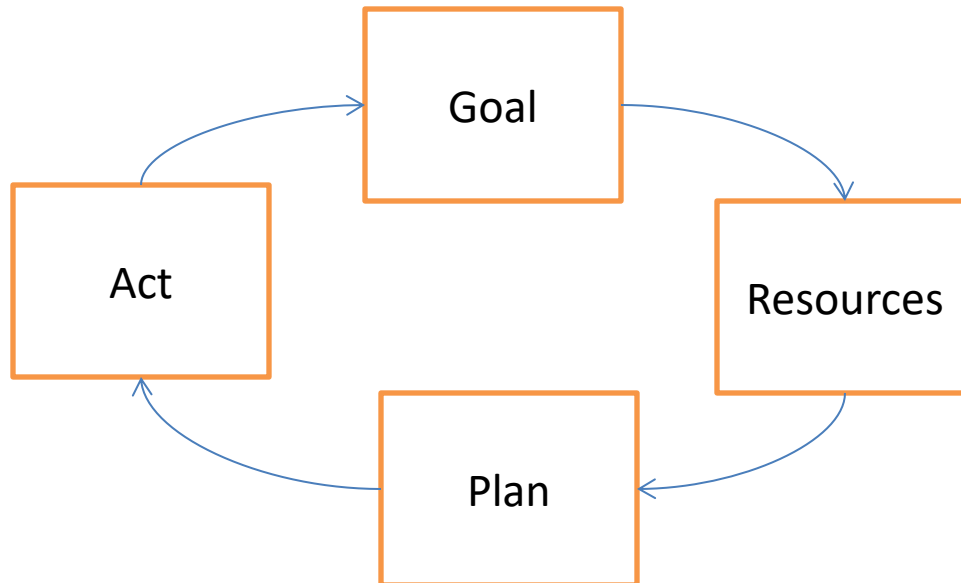# Coaching for Development

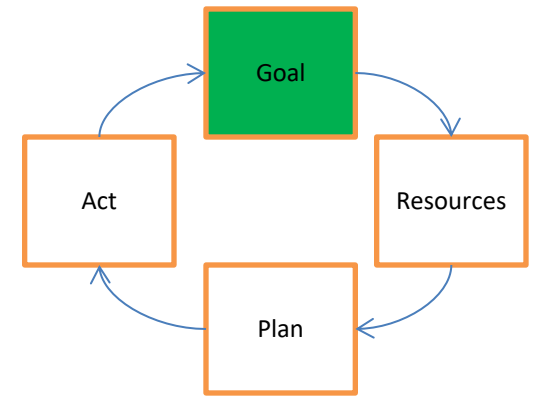# Coaching

What: Encourage improved capability

How: Goal oriented self improvement

Coaching

- Coaching demands development
- To develop, you don't have to train
- Your directs are responsible for their own improvement
- You CAN coach every direct during your one on ones

```
        Goal
  Act         Resources
        Plan
```
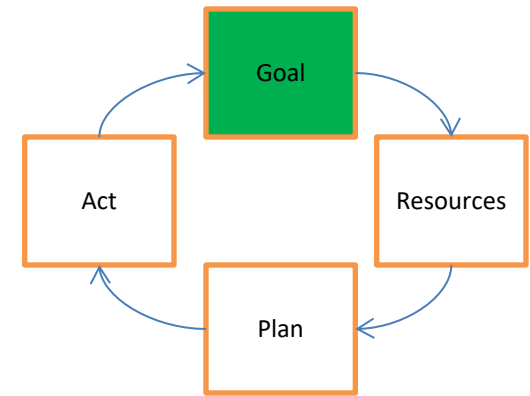
Set a Goal

- What does the person want – or need - to do?
- Set goals
  - What are you coaching them on?
  - By when? (date)
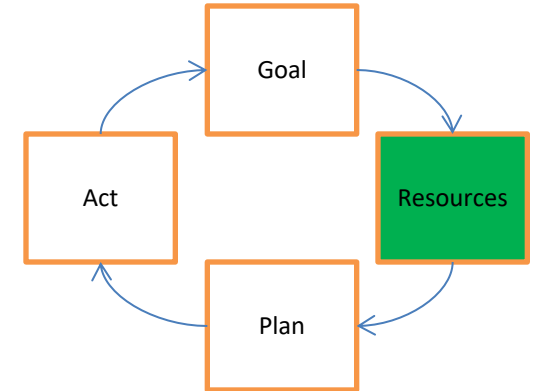 - And how you will know? (to what standards)

Document the Goal

Write the goals down

- "By 2/24, you'll chair weekly staff meeting: prepare agenda, start/stop on time, with notes"

- "By 5/22 you'll produce the monthly report, on time, error free"

*Identify Readiness Level: Willingness & Ability*
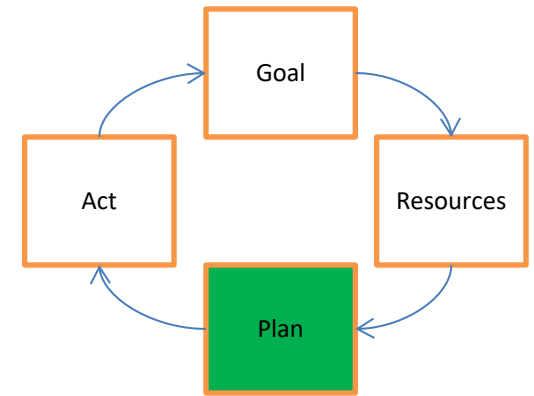
Brainstorm Resources

- *Ask:* What are all the potential resources?
  - Make a list together
  - Go for quantity

Plan

- Pick a resource
- Let them have significant input
  - *They* will be doing the work
  - Let them choose the path
  - Consider their DiSC style and other preferences
  - List some sequential tasks for using the resource
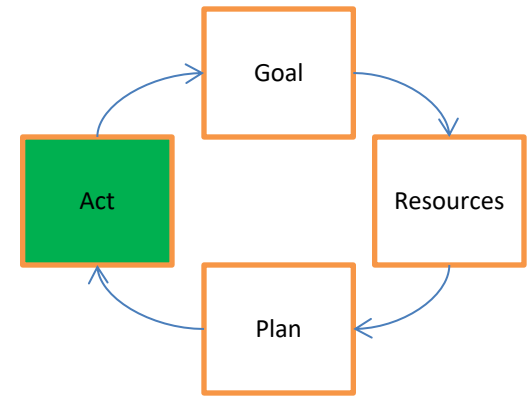 - Establish due dates
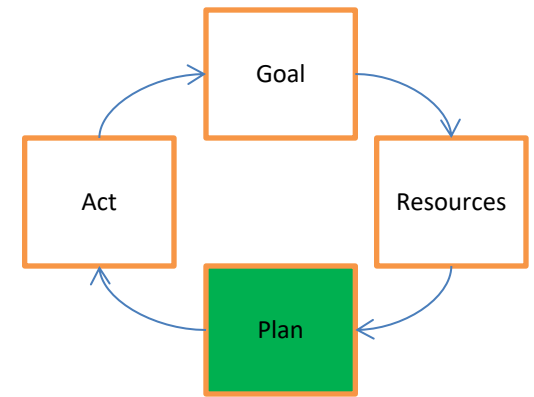
Plan

- Identify small, frequent & do-able steps
  - Early success leads to more success
  - Follow up with more small steps

Act!

- Your direct implements the plan
- Your direct reports to you on weekly progress
- If goal met – give feedback
- If goal not met– give feedback
- Adjust the plan as needed

Coaching Cycle

- If you need more resources – go back to the list and pick a new one, then plan & act