

A BASIC COACHING FRAMEWORK



Start out a coaching session by building trust - making a **CONNECTION**. Once you have established rapport, find out what the individual's current reality is and how you can be helpful to the coachee - create a **CONTRACT**.



Help the coachee start with the end in mind - **OUTCOMES**. What would success look like? Next, explore what the student has already tried or thought of, and do some brainstorming about possible **OPTIONS**.



Determine where on the ask/tell spectrum you want to respond from and help **ADVISE**. Don't forget your contract. What did you agree to in the beginning?



After all of the options and possibilities have been explored, ask your coachee to **CONVERGE** and make a **CHOICE** about what s/he wants to do.



Lastly, help your coachee to think through **HOW** s/he is going to implement the decision, and ensure s/he has enough support to move to the next step. Ask **HOW** this coaching session felt for the coachee.

THE SKILL OF CONTRACTING

When people ask for help, they may be looking for several different things:

- Advice
- Someone to listen
- Someone to help brainstorm
- A specific, quick answer ("I don't have time to be coached!")

It is important to make sure you are on the same page as your coachee in order to build trust, have shared expectations, ensure productivity, normalize difficulty, and create a system for prevention and intervention.

Contracting is a verbal or written agreement that explicitly states:

What the coach and coachee are going to work on:

- Whose agenda will be worked on?
Coach – Something you want a coachee to address
Coachee – If the coachee is looking for specific advice
Depends – If it pertains to team functioning or relationship(s)
- Agreement on the work
- Alignment on what success looks like
- How we will work together?

How the coach and coachee are going to work together:

- Is confidentiality expected?
- What will be the frequency and duration of meeting?
- What will be the meeting format: in-person, phone, or email?
- How will you communicate and adjust when it isn't working?