

Tips - how to get most out of coaching?

1) General aspects:

- a) Complete the Initial Preparation Form/the Wheel of Work your Coach will have sent you BEFORE your first session. This
 - means that you will have started the coaching process already, e.g. you will gain some insights as to where you are at present and which areas/issues you want to work on.
 - provides your Coach with some background information and avoids you both losing unnecessary time during the actual call gathering these details.
- b) Coaching time is limited and not cheap. To make the most of the one-to-one coaching exchange:
 - be as frank, honest and straight to the point with your Coach as possible. This also entails, telling him/her - respectfully - what you feel works/does not work for you. How can your Coach manage you most effectively? What tips would you give him/her?
 - likewise, given your permission, expect your Coach to challenge your thinking/perceptions and, if deemed constructive, to even interrupt you in order to get back on track.
- c) How can YOU best serve this coaching relationship?
 - Commit time and energy to the process of change and self-development.
 - Take responsibility for your progress/the working relationship with your Coach.
 - Practice what you learn! Did you walk perfectly the first time? Rehearse new attitudes, perspectives, thought processes, etc. as often as possible.
 - What else can you do?

2) Prior to your coaching session:

Ensure that you

- a) schedule in 10-15 minutes before you make the call to get in the right frame of mind and think about what you want to cover in this session. What issue, if tackled that day, would give you the greatest benefit? If you have more than one topic, list them all BUT prioritise, so you know what to focus on first.
- b) are in a comfortable and peaceful environment and that you can not be disturbed by colleagues/family.
- c) know what you want to get from the coaching relationship. What do you want your Coach to assist you with overall and in regard to each individual session, e.g. gaining different perspectives, general brainstorming, energy/support, goal creation/achievement, ...?
- d) have paper/pens at hand to note down your goals, options and actions points from each session.

3) During or immediately after the coaching session:

Take a few minutes to write down key points: goals, actions, insights, breakthroughs, etc., as this will allow you to concentrate on supporting activities as well as track your progress over time.

- a) What did you get out of the call?
- b) What actions did you agree upon? When will you have done them by?
- c) What other actions might you want to undertake before the next coaching session?
- d) What issues do you want to raise in the next session?

