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| The Basics of Effective One-on-One Coaching Sessions |
| **What are theBEDROCK BASICSof GREAT One-on-Ones?** | * **Primary focus is on the client; Coach does not solve problems-that is the role of the client with the coach supporting forward movement**
* **Coaching is confidential. The only ones you might share information with is Dr. S or Meg.**
 |
| * **Setting a time and Sticking to it**
 |
| * ***Using resources you’ve learned in ENTR***
* **Remember: everyone is an entrepeneur**
 |
| * **Notes & Follow Up *Critical***
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| WHEN Do We Do One-on-Ones? |
| **One-on-Ones are *Sacrosanct* –** **Good Coaches *Never* Miss Them** | * You are obligated to four one-on-ones with your team member.
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| * You may opt for more
 |
| * Although we expect 45-60, please leave your time flexible at least for the first session
 |
| Maintaining Safety for EVERYONE |
| WHERE Do We Conduct One-on-Ones? |
| * **Best to do so the conversation remains private. Consider Zoom…If done in PUBLIC, try to set a space and time that allows for confidential sharing.**
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| **WHAT Do We Do and HOW Do We Do It?** |
| **How Long? 60 Minutes**  | 10 Mins For client general check in and establishing goal of theSession, its importance and identifying issues to resolve/address35-40 minutes for coaching toward session goal10 Mins For Next Steps and feedback on coaching session |
| **How Do I PREPARE?** |
| **Ask Yourself These Simple Questions:** |
| * Review notes from last time. What are the overall goals? What did the client commit to last time that you want to check in on?
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| * Review notes from previous sessions. Remind yourself where they are in understanding X (themselves), Y (Blocks to forward progress) and Z (what they desire to have/do/be by the end of the quarter).
 |
| * What do my follow up notes say I need to check on? Was there follow up that I needed to do?
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| * What supportive communication/feedback can I give? Examples: empowering questions, clarifying questions, observations, acknowledgements, validations, reframes etc.
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| **What Are Some Effective Empowering and/or Clarifying Questions I Can Ask as a Coach?** |
| * Tell me about what you’ve been working on?
 | * What questions do you have about this project?
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| * Tell me about your week – what’s it been like?
 | * Where do you think I can be most helpful?
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| * Tell me about anything you stumbled over.
 | * How are you going to approach this?
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| * Would you update me on Project X?
 | * What do you think you should do?
 |
| * Are you on track to meet the deadline?
 | * What do you think about it?
 |
| * What questions do you have about the project?
 | * So, you’re going to do “X” by Tuesday, right?
 |
| * What areas are ahead of schedule?
 | * How do you think you can do this better?
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| * What areas of your work are you confident about?
 | * What are your future goals in this area?
 |
| * What worries you?
 | * What are your plans to get there?
 |
| * What suggestions do you have?
 | * What can you/we do differently next time?
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| * How does this relate to change squared?
 | * Tell me about what you’ve learned on this project?
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| **Coach Tools One-on-One Tracking Form** |
| **Client: Coach:**  | **Date:**  |
| Client E-Level and Track: | Time: |
| Personal/Notes where applicable:  |
| **Client Update:** (10 minutes) |
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| Session Note Summary (35-40 minutes; take notes separately and put summary points here) |
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| **Next Steps/Areas of Accountability:** (10 minutes; Where are they headed? AND, Action Items that you will review at the next session) |