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| The Basics of Effective One-on-One Coaching Sessions | | | | |
| **What are the BEDROCK BASICS of 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*** | |
| 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. | | |
| * 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.** | | | | |
| **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 the  Session, its importance and identifying issues to resolve/address 35-40 minutes for coaching toward session goal 10 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? | | | | |
| * 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? | | | | |
| * What supportive communication/feedback can I give? Examples: empowering questions, clarifying questions, observations, acknowledgements, validations, reframes etc. | | | | |
| **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? |
| * Tell me about your week – what’s it been like? | | | | * Where do you think I can be most helpful? |
| * Tell me about anything you stumbled over. | | | | * How are you going to approach this? |
| * 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? |
| * 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? |
| * 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) | | |