PRESENTERS

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COACHING FOR SUCCESS LEADERS

- Alabama
- Missouri
- New Hampshire
- New Jersey
- Oklahoma
- South Dakota
- West Virginia
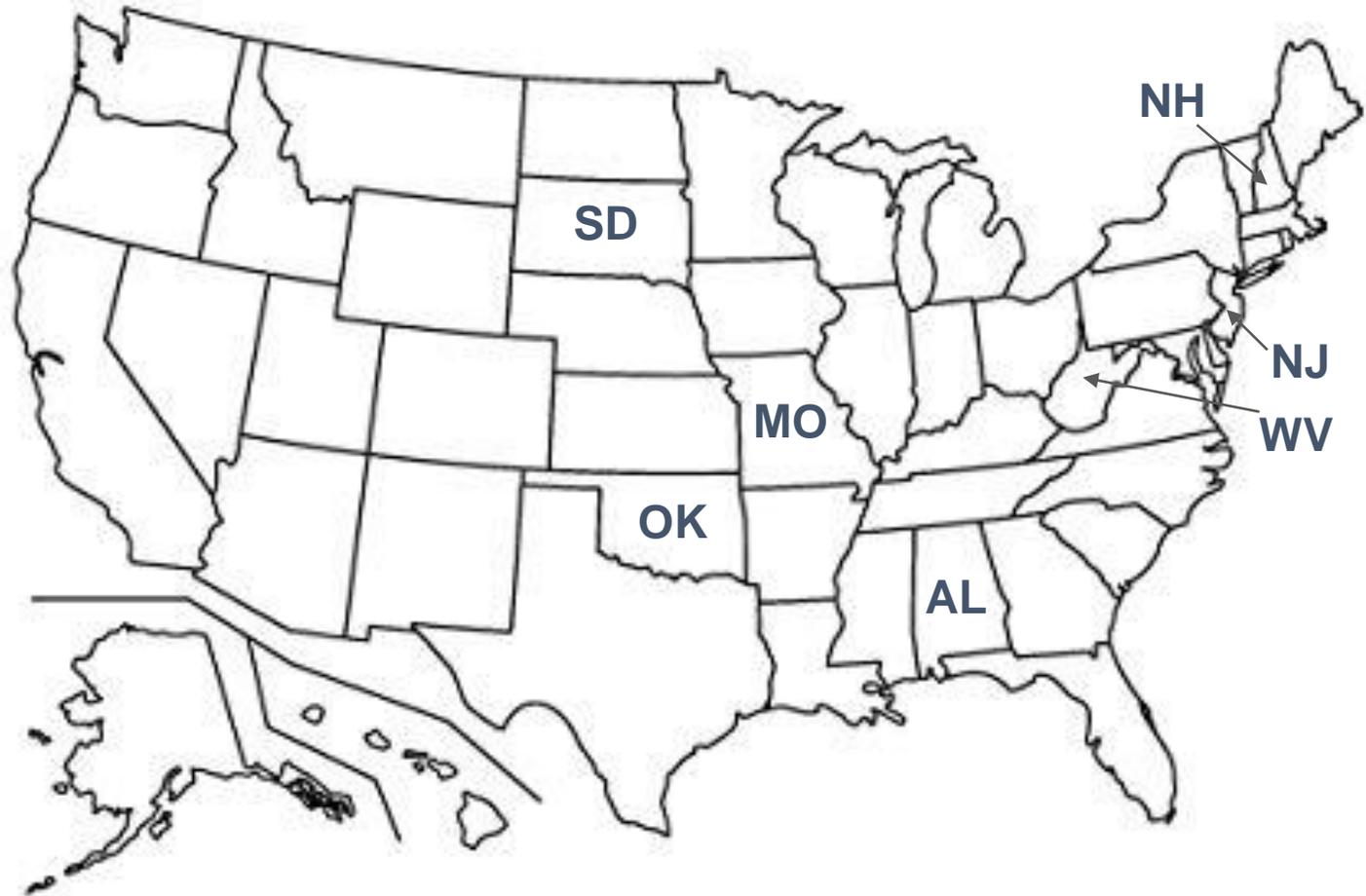
ICE BREAKER

PURPOSE

- Share a **Coaching Observation Tool** with IIEESS supervisors and managers

- Inspire IIEESS staff to use the Coaching Observation Tool, designed to help staff strengthen and grow as coaches, or a similar tool in their programs

OBSERVATION TOOL: COACHING

Coach: _____   Date: _____

Observer: _____   Meeting start time: _____   Meeting end time: _____

Coaching *the following is expected at every coaching meeting			
During the meeting, the coach …	Meets expectations	Needs improvement	Not observed
sets/uses an agenda collaboratively developed with participant			
asks participant for a brief update on areas of self-assessment tool			
(if this is the first meeting) introduces the self-assessment tool			
uses strengths-based language			
encourages a collaborative, rather than coach-driven, relationship			
takes participant's non-verbal cues into consideration and adjusts accordingly			
exhibits unconditional positive regard			
engages participant using motivational interviewing			
utilizes executive function-informed tools and strategies (mindful of office set-up, keeping track of time and agenda items, etc.)			
integrates trauma-informed approach			
maintains clear professional boundaries			
schedules a follow-up meeting with participant			

Comments on Coaching:

SUPERVISION AS A PARALLEL PROCESS

Building Trusting Relationships

- Set the stage for the coaching observation
  - Expectations, use, process, etc.

- Create momentum – enthusiasm for continued learning – by highlighting achievements

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SUPERVISION AS A PARALLEL PROCESS

Self-Assessment & Goal Setting

- Staff identify their area of focus

- Observe staff in action using the tool

- Debrief and develop follow-up goal(s)

PREVIEWING THE OBSERVATION TOOL: COACHING

OBSERVATION TOOL: COACHING

Coach: _____   Date: _____

Observer: _____   Meeting start time: _____ Meeting end time: _____

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utilizes executive function-informed tools and strategies (mindful of office set-up, keeping track of time and agenda items, etc.)			
integrates trauma-informed approach			
maintains clear professional boundaries			
schedules a follow-up meeting with participant			

Comments on Coaching:

Highlighted Areas of Focus:

- Sets/uses an agenda collaboratively developed with participant

- Encourages collaborative, rather than coach-driven, relationship

- Schedules a follow-up meeting with participant

PREVIEWING THE OBSERVATION TOOL: INITIAL GOAL SETTING

OBSERVATION TOOL: GOAL SETTING – INITIAL MEETING

Coach: _____ Date: _____

Observer: _____ Meeting start time: _____ Meeting end time: _____

Goal Setting Meeting – Initial Meeting			
During the meeting, the coach …	Meets expectations	Needs improvement	Not observed
encourages participant to reflect on the self-assessment in order to set the stage for the goal setting process			
explains the purpose of goal setting and goal setting tool			
emphasizes that goal ideas and action steps come from the participant			
supports participant to identify and prioritize goals			
supports participants in writing a SMART goal and associated action steps			
encourages participant to identify supports and challenges to reach goals and action steps, and to develop strategies to overcome the challenges			
maintains a focus on goals even during moments of crisis			
treats goal setting as participant driven and mentor supported			
schedules a follow-up meeting with the participant			

Comments on Goal Setting (Initial) meeting:

Highlighted Areas of Focus:

- Explains the purpose of goal setting and the goal setting tool

- Encourages participant to identify supports and challenges to reach goals and action steps, and to develop strategies to overcome the challenges

- Treats goal setting as participant-driven and mentor supported

PREVIEWING THE OBSERVATION TOOL: FOLLOW-UP GOAL SETTING

OBSERVATION TOOL: GOAL SETTING – FOLLOW-UP MEETING

Coach: _____ Date: _____

Observer: _____ Meeting start time: _____ Meeting end time: _____

Goal Setting Meeting – Regular meeting			
During the meeting, the coach …	Meets expectations	Needs improvement	Not observed
has an agenda and asks participants for their agenda items			
asks whether anything has changed for the participant since their last meeting			
asks participant about their goal progression and, if necessary, supports participant in revising the goal			
celebrates with participant when goals are accomplished and reflects on the process (challenges, resources, strengths)			
holds participant accountable for making progress on goals and on program outcomes			
schedules a follow-up meeting with participant			

Comments on Goal Setting (Follow-Up) meeting:

Highlighted Areas of Focus:

- Asks whether anything has changed since the last meeting

- Celebrates with the participant when goals are accomplished and reflects on the process (challenges, resources, strengths)

- Holds participant (and self, if applicable) accountable for making progress on goals and on program outcomes

GOALS ORIENTATION

Goals Orientation

- Use supervision time to help staff stay focused on client's goals and their own goals
  - Validate and uphold purpose of the meeting

- Respond rather than react to crises

PROBLEM SOLVING

Problem Solving

- Set regular supervision time

- Allow staff to self-identify areas for improvement

- Elicit and support staff's knowledge and experience

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ACCOUNTABILITY & FOLLOW-UP

Accountability & Follow-Up

- Follow-through on supports, time, etc., you will provide in this process
- Allow for staff ownership and accountability
  - Express clear expectations for next steps
- Follow-Up at previously stated intervals

EXAMPLE FROM THE FIELD
SOUTH DAKOTA

QUESTIONS OR COMMENTS?

LEARNING COMMUNITY NEXT STEPS

- Upcoming webinar:
  - 8/8 Final Review – highlights, lessons learned, and future goals

- Monthly calls July-September

SURVEY

- A survey will pop up immediately after the webinar ends. Please take a couple minutes to respond.

- Your answers are important to us!

FOR MORE INFORMATION

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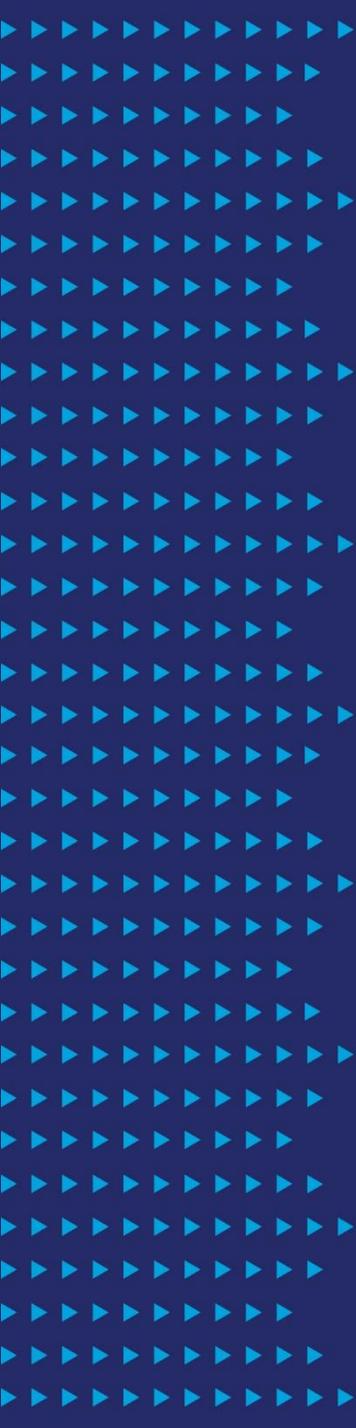
Coaching for Success Series 2019-22

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