

Leadership and Management Development

Internal Coaching Information for Coachees

What is coaching?

Coaching provides staff with the opportunity to work one-to-one with a coach to develop their skills, awareness and behaviours in order to achieve full performance and potential at work.

What do I need to do if I want coaching?

Firstly, you should discuss why you want the coaching, and your learning and development needs with your line manager. If your line manager is in agreement, you can request a coach through the Coaching Request form on the Leadership and Management Development webpages.

How does the coaching work?

- After you have filled in the online Coaching Request form, Leadership and Management Development will assign a coach to you.
- Your coach will arrange to have an introductory conversation with you. This is to check compatibility and that you want to work together.
- Your coach will also have a 'contracting conversation' with you. The purpose of this conversation is to ensure that you both have a shared understanding about the purpose of the coaching and how it will work.
- Your coach will help you to identify your 'coaching goals'; this is what you want to work on during the coaching. They are important as they help to provide a focus for the coaching.
- Then you will have up to 6 x 1-hour sessions of coaching with your coach. This can take place in-person, online or a combination of both.
- It is recommended that you record your coaching goals and any reflections and actions that you discuss during the coaching. This can be done on the Coaching Log.
- Your coach will review progress with you during the coaching and at the end of the coaching. This is helpful as you can see how far you have achieved your coaching goals.
- You can end the coaching at any stage, but please be honest with your coach about why you are doing so.

Expectations of coachees

In requesting a coach and taking part in the coaching, you agree to:

- Discuss your learning and development needs with your line manager before the coaching.
- Review the impact of the coaching and how you will apply your learning after the coaching.
- Understand that coaching is non-directive and that the role of the coach is not to provide answers or solve problems.
- Understand that coaching is not training, mentoring or counselling.
- Commit to the contracting with your coach.
- Record your coaching goals, reflections and progress. (Your coach will facilitate this).
- Be open and willing to consider change.
- Consider new ways of learning and working which might challenge your thoughts and ideas.
- Be honest with your coach, particularly if something isn't working for you.

- Provide feedback to your coach.
- Take responsibility for decisions and actions agreed during coaching sessions.
- Arrive on time for coaching sessions and give at least 24 hours' notice if you need to cancel a session.
- Understand that the coaching may be withdrawn if two sessions of coaching are missed or cancelled without the required notice.
- Contribute to the evaluation of the coaching which includes providing feedback to Leadership and Management Development after the coaching has ended and 6 months after the coaching has ended.