

# ABOUT THE COACHING PROCESS

## DIFFERENT STYLES OF COACHING

There are many different approaches to coaching depending on the needs and intended outcomes of the coaching process. The link below offers a few examples with a short summary to explain the format, content and application. Of course the best coaching is the combination that best serves the needs of the client. The summaries below are therefore to indicate the breadth and depth of possibilities and client experiences.

I use a blend of the following according to the client or the circumstance...

- Psychodynamic (past - unconscious - influences on current thinking, feeling and believing and the context of person, role, circumstance)
- Cognitive (thinking about situations, and having behaviour strategies, habits and routines)
- Solution Focused (intention, aims, goals, methods and approaches)
- Person Centered Approach (understanding and exploring current thinking, feeling and being)
- Existential Coaching (exploring sense of being, meaning, place and purpose and inner wisdom)
- Gestalt (The focus on hear-and-now using the coachees words, meanings and experiences help understand how they are perceiving and why they are acting.)
- Ontological Coaching (Coaching in language, emotions and body - Moods (Fear, Anger, Surprise) Attitudes (Acceptance or Non-Acceptance) and Language (Assertions-past, Assessments-present Declarations-future) affect our identity and our outcomes.

## HOW IS COACHING DIFFERENT FROM MENTORING?

Coaching is a process that aims to improve performance and focuses on the 'here and now' rather than on the distant past or future. Good coaches believe that the individual always has ideas and opportunities to whatever is holding them back but understands that they may need help to define their goals, set their path, and achieve their success. Coaching is about listening, reflecting, asking questions and unlocking YOUR potential.

It is important to know the difference between the following, and whilst I can do all of these, it is useful to be clear which role is being applied at any one time, and what is (or is not) part of the coaching contract and the ICF Guidelines

**Coaching** - supporting growth and change by evoking an individuals own resourcefulness Example: To support skills and performance, possibly towards new role or responsibilities or support the identification of goals, SMART objectives and strategies to achieve them

**Facilitating** -working with team members to accomplish tasks, projects and meet organizational goals Example: The supervision, support or implementation for

projects, programmes or change or the facilitation and support of departmental, cross-functional or project teams

**Mentoring** -sharing knowledge, experience, and expertise to support others  
Example: The training and development of managers and leaders within the organisation

**Consulting** -guiding in a direction and motivating team members to work toward a vision  
Example: The facilitation, discussion, development of strategy, plans or projects

## THE COACHING PROCESS

Typically coaching follows the following sequence

### **Step1 Understated the coaching approaches and options**

There are many different approaches to coaching as there are outcomes and the aim is to identify the best for the Client. Typically the discussion may be about [1] personal management or leadership skills [2] goals, objectives and performance [3] personal or team development or processes. Consequently the approach may vary according to your needs and preferences.

### **Step2 The induction meeting and chemistry session**

The idea of the induction meeting and chemistry session is to get to know each-other and broadly discuss the scope, aims, objectives and intended outcome from the coaching. This is generally a 30 minute session and is free of charge.

### **Step3 The coaching contract, terms and conditions**

This follows Step 2 and formalises the coaching arrangements, including duration, location, frequency etc. Where coaching is funded by the employer this may also include meeting the sponsor(s) and understanding their scope, aims, objectives and the noting the confidentiality for the Client.

### **Step4 The coaching sessions**

Each session may be preceded by an appointment and possibly followed by a review. This may be a coaching session of 30, 60 or 90 minutes. The coaching session may be once only, weekly or monthly The appointment will be an email detailing the date, time, location and any relevant reference to previous sessions. It will also offer the opportunity to reflect on the previous session and agree the aim, scope and intended outcomes for the next session. It may also offer the opportunity to reflect on the previous session offering feedback on the format, content, output and outcomes.

### **Step5 The conclusion**

The coaching sessions will continue until the expiry of the coaching contract or when the Client feels no more coaching is required.

At the end of the coaching sessions there will be a review against the original scope, aims, objectives and an assessment of the progress made, benefits and outcomes. For extended coaching arrangements (over several sessions) there may also be a similar mid-point review.

All correspondence and content of coaching sessions between Client and Coach is confidential. It is up to the Client what they choose to share with their sponsor(s) or employer(s). The Coach will be required to maintain records for supervision purposes of the ICF International Coaching Federation. This however will be at a high-level, typically relying upon the appointment and review correspondence which is generally bullet summary.

If you find coaching useful and helpful I would greatly value feedback, references and/or case studies. Since coaching is confidential this is entirely optional and can be anonymised. It is up to you if you want to share your experience, success or celebrate your goals, but I do welcome feedback and value the opportunity to share publicly.

## YOUR FIRST COACHING SESSION

To prepare for our first meeting, please take time to ponder and then answer the following questions. They are intended to begin the process of inquiry, reflection, learning, and forward movement.

### About Your Life and Career

- What are you proud of?
- What has been your biggest disappointment
- How would you describe your satisfaction with your life direction so far?
- What words describe how you feel about your career?
- What is the compliment or acknowledgement you hear most often about yourself?
- What dream of yours is still unfulfilled?
- What words describe you at your best?
- What words describe you when you are at less than your best?
- What activities have meaning and heart for you?
- Imagine you can have one wish fulfilled. What one thing would you change?

### About Coaching You

- What will make this coaching relationship rewarding for you?
- What approaches encourage or motivate you?
- What approaches discourage or de-motivate you?
- How will you know you are receiving value from this coaching relationship?
- What else would you like me to know about you?

You may choose to keep the answers to yourself (the idea is to trigger inquiry, reflection, learning) but you may also wish to share some or all or the details with me so that I know a little bit more about you and am better able to support and facilitate your goals.

## LATER COACHING SESSIONS

Please reflect on these questions for each coach session.

PLEASE COMPLETE THE FOLLOWING PRIOR TO EACH SESSION:-

This is what I have accomplished since our last call (i.e. my actions and achievements):-

This is what I did not get done, but intended to:-

What can your coach do to improve your coaching for your particular needs?

NEXT SESSION:

What is your main focus for your next coaching session:-

These are the challenges that I now face:-

What else do I want to tell you

PLEASE COMPLETE THE FOLLOWING AFTER EACH SESSION

These, to me, were the most useful aspects of the coaching session:-

The benefits, to me, of accomplishing the actions to which I have committed are:-

The costs, to me, of not accomplishing them are:-

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