

Overview

This guide will assist Coaching Circle leaders in facilitating a discussion regarding the application of concepts and techniques learned in Introductory and Intermediate Coaching Trainings. Coaching Circle Lesson # 4 will focus on practicing coaching techniques.

Facilitators will work toward the following objectives: *Learn concepts related to powerful questions.*

- Encourage staff to work on using coaching skills to set goals.
- Staff practice using coaching skills in real play settings and followed by constructive feedback.


BEFORE THE CIRCLE BEGINS:

Materials: Ensure all required materials are present at the circle

- *Intermediate Coaching Training Staff Resource Guide (required)*
- *Projector (required)*
- *Power Point Presentation (required)*

Room Set-up: Circle of chairs or chairs situated around a large table.

MARCH COACHING CIRCLE

Slide #	Description
Slide #1 - Cover Slide	
	<p>Introductions: Due to the nature of this coaching circle and familiarity of the group at this point, introductions should be very short so that more time can be spent on activities.</p>

Slide 2	Lesson Overview
<p>June Coaching Circle - Overview</p> <p>Discussion Topics</p> <p>Peer-to-Peer Group Sharing:</p> <ul style="list-style-type: none"> • <i>What I Learned Since we Last Met....</i> <p>Real Play</p> <ul style="list-style-type: none"> • <i>Practice using coaching techniques to set SMART goals</i> • <i>Reflect on session</i> <p><small>www.pcghumanservices.com Ramsey County Coaching Circle Lesson #4 © Copyright Public Consulting Group, Inc. 2016</small></p>	<ul style="list-style-type: none"> ▪ The facilitator should provide a preview of what will be discussed today. ▪ Share that during this session participants will learn from one another through practicing coaching techniques, discussing challenges, asking questions and collectively finding solutions. Time will be spent reflecting on their professional development as it pertains to coaching and identifying additional needs. They will also work on building connection with their peer-to-peer coaching network.
<p>Slide 3</p> <p>Peer-to-Peer Group Discussion</p> <p><i>Think about the areas of improvement you identified on your Reflect and Plans.</i></p> <p><i>Consider your interactions with participants, peers and leadership over the past month and share starting with:</i></p> <p>Since we last met I...</p> <ul style="list-style-type: none"> • Practiced _____ coaching technique. • Learned/Discovered _____ about coaching. • Improved in _____ area of coaching. <p><small>www.pcghumanservices.com Ramsey County Coaching Circle Lesson #4 © Copyright Public Consulting Group, Inc. 2016</small></p>	<p>Peer-to-Peer Group Discussion</p> <ul style="list-style-type: none"> ▪ The facilitator will break the circle into smaller sizes (3-5 people) for discussion. ▪ During this peer-to-peer discussion, conversation should remain focused on the participants’ experience implementing coaching in the prior month. ▪ Facilitator should bring group back together and address any questions or discuss key themes. Multiple teaching tools can be used to bring the group together, and more experienced facilitators should feel free to use white boards, sticky notes, or other hands-on and visual tools to facilitate discussion. Newer facilitators can ask each group to volunteer to report on key points discussed. ▪ This section should take 5-10 minutes
Real Play	
Slide 5	Introduce Real Play Activity

<p>Real Play</p> <p>Last time we met as a coaching circle, we reviewed a dialog where an Employment Counselor worked with a participant to set goals. We discussed the dialog and the associated coaching skills.</p> <p>Although you now have a better understanding of the concept and theory of coaching, mastery requires lots and lots of practice, followed by constructive feedback.</p> <p>Today we will practice coaching and goal setting skills. Nothing should feel brand new. This is a time to learn from each other, share expertise and strengths, and grow professionally, together.</p> <p>Review and follow the instructions on the Real Play Handout.</p> <p>Count off by 3 and get into groups.</p> <p><small>www.pcghumanservices.com Ramsey County Coaching Circle Lesson #4 © Copyright Public Consulting Group, Inc. 2016</small></p>	<ul style="list-style-type: none"> ▪ This slide is animated. ▪ Introduce by reminding the group they saw an example of this activity last time. ▪ Walk through the Real Play worksheet to remind the group of the structure of real plays. ▪ Use the GAP tool to help you set goals that are SMART. ▪ Review coaching concepts that should be observed during the activity ▪ Break up the group either by counting off or by deliberately putting experienced folks with less experienced folks. ▪ Walk around the room and listen, offer suggestions at the end of a session and after the observer has provided feedback. Avoid interrupting and allow peer learning to take place. ▪ Allow 15-20 minutes for each real play conversation
<p>Slide 6</p> <p>Reflect</p> <p>Write down your thoughts on the following:</p> <ol style="list-style-type: none"> 1. In the real play, I did a good job ... 2. In the real play, I felt a little stuck when ... 3. In the real play, I noticed that I felt ... 4. Others noticed that I ... 5. In the next month, I want to focus on ... <p><small>www.pcghumanservices.com Ramsey County Coaching Circle Lesson #4 © Copyright Public Consulting Group, Inc. 2016</small></p>	<p>Review Real Plays</p> <ul style="list-style-type: none"> ▪ Individuals should reflect on what they felt they did well during the Real Plays and what they want to continue to work on. ▪ Remind staff of the internal dialog that can happen during real plays. ▪ Ask the staff to pay special attention to question #3 and consider the following questions, as they may help facilitate deeper thinking: <ul style="list-style-type: none"> ○ Did your judgments come into play? ○ Did you feel the person you were coaching was doing something wrong/not good enough? ○ Did you notice yourself feel frustrated? ○ Where you distracted by the observer or your own internal thoughts? ○ Did you build rapport? ○ Were you paying attention to the degree the participant felt comfortable with you?



Action Plan Development - Coaching for Success

RAMSEY COUNTY/WORKFORCE SOLUTIONS
GOAL ACTION PLAN

Participant’s Name: _____ Case Number: _____ Date: _____

My Goal is: _____ **Due Date:** _____

Check the goal and action steps against SMART criteria (all must be checked):

- Specific Measureable Attainable Relevant Time-Limited

Instructions: Once you develop your goal, identify the action steps that you will need to achieve along the way. Your action steps should also meet the **SMART** criteria.

STRENGTH ASSOCIATED	ACTION STEPS TO ACHIEVE YOUR GOAL	TARGET DATE	DATE COMPLETED	SMART CRITERIA
	1.			<input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> A <input type="checkbox"/> R <input type="checkbox"/> T
	2.			<input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> A <input type="checkbox"/> R <input type="checkbox"/> T
	3.			<input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> A <input type="checkbox"/> R <input type="checkbox"/> T
	4.			<input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> A <input type="checkbox"/> R <input type="checkbox"/> T
	5.			<input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> A <input type="checkbox"/> R <input type="checkbox"/> T

Date of next appointment: _____ Was this goal obtained or discontinued?: YES NO If yes, date: _____

If no, what stopped you? _____