
A Guide To Coaching

*Helping you prepare for, and get the most out of
your coaching session/s*



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“ Never underestimate the power of dreams and the influence of the human spirit. We are all the same in this notion: The potential for greatness lives within each of us. ”

Wilma Rudolph, US sprinter and world-record-holding Olympic champion

We appreciate that not everyone is familiar with coaching. To help you get the most from the experience, we've created this guide.

What's inside?

- Hello and Welcome
- What is coaching?
- What is group coaching?
- What to expect from your sessions
- What does a typical coaching session look like?
- Things your coach may do to support you
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What is Coaching?

Coaching gives you time to reflect, talk through challenges and explore solutions. It is a safe, non-judgemental space where you can speak openly about any area of your life.

Although related, coaching is not counselling, mentoring or training and is future-focused, often goal-related.

Sessions are very open-ended and it's up to you what you want to talk about. For example, a goal may be to feel more comfortable setting boundaries or perhaps more confident at having conversations with your managers or colleagues in a new work setting. It's entirely up to you.

How can I benefit from coaching?

We're providing you with coaching to support your personal and professional development. Coaching is a compassionate space where you can unpack professional as well as personal challenges.

The benefits of working with a coach can be:

- Gaining a new and objective perspective
- Building strong and positive relationships
- Increasing self-awareness
- Encouraging us to set clear goals, think about challenges differently and gain new ideas
- Finding greater clarity when we pause and reflect

What is Group Coaching?

Group coaching is a facilitative process that leverages the experience of a group of individuals who share a common interest. Members have individual goals and are individually accountable for achieving these.

Key group coaching elements

- Adult learning
- Peer to peer coaching
- Speaking positively about strengths
- Work between sessions
- Celebration
- Peer support and accountability
- Normalisation of shared experiences
- Mix of different learning styles in one room
- Agreement of behaviours in group
- Provision of info and resources



What to expect from your sessions

As coaches there are two fundamentals to our work that you should know ahead of time:

- 1 As the coachee, coaching is focused on you, what you choose to bring to the session and what's useful to you. Your coach will facilitate your thinking without any agenda of their own
- 2 Sessions are confidential and we work ethically to the ICF's Code of Ethics to ensure a high standard of coaching and best practice

Definitions:

we use the word 'coach' for the person who will be coaching you and the term 'coachee' for the person being coached (that's you).



What does a typical coaching session look like?

At the start of your first session, your coach will introduce themselves and briefly discuss confidentiality, how the session will work and if you have any questions before you begin.

Whilst there is no set structure for the coaching sessions, a typical session may look like:

- Introductions & hellos
- Coaching agreement conversation, to set goals and ways of working together
- Identifying area of focus
- Exploring area of focus
- Uncovering challenges or issues
- Discussing ways forward
- Agreeing ways forward
- Wrap up & close



Self-learning and realisation is key and your coach is there to facilitate this. It's worth noting that your coach isn't there to answer questions on your behalf or offer a solution, nor will they lead you to a specific answer.

Your coach is there to actively listen and to ask powerful questions to help you figure out and reach your goals.

Things your coach may do to support you

Your coach is not there to provide advice but will listen and invite questions to help you gain a different perspective on a situation.

Your coach may also reflect back what they're hearing. This will allow you to hear it in a new way and also ensures you know your coach has understood you correctly. You'll have the opportunity to correct or clarify anything that doesn't feel right to you.

Your coach may also gently challenge your thinking with observations, but only when they think it will be helpful to your thinking process. They may also share what's coming up for them when they hear you speak or share a tool or technique which may be of interest.

Finally, your coach may take notes to try to capture key moments in other ways. They'll aim to do this in the least disruptive way possible.

Everyone is different and you will have your own preference for how you would like to be coached. Some people like "homework" or visual aids, others prefer to stick to pure coaching and nothing else. Your coach will work with you in a way that makes sense to you.

“ The quality of your attention determines the quality of other people's thinking. ”

Nancy Kline, Author and Coach

In preparation for your coaching

Personal Reflections

Coaching is centred around you, so beforehand you may want to take some time to reflect or prepare some thoughts on what you'd like to work on with your coach.

These thought-starters might be helpful before your very first session:

- *What would you like to achieve through coaching?*
- *Are there any areas of your life or work that you would like to focus on?*
- *What, if anything, do you want to change?*
- *Are there any specific goals you would like to work towards?*
- *Are there any challenges or obstacles you are currently facing that you hope coaching can help you overcome?*
- *If there was one thing in your life you could change, what would it be and why?*
- *What's working right now?*
- *What would be a successful outcome from these coaching sessions for you?"*
- *Is there anything you'd like to share with your coach before the session? E.g. answers from above, insight into your role, or anything else?*

Note-taking

A fresh notebook or journal will be handy to have as you start your coaching journey. If you haven't considered it before, [here's an interesting article about the benefits of note-taking by hand.](#)

It's not essential and perhaps you'd rather not which of course is perfectly okay.

Getting the most from your time together

After your coaching sessions

At the end of each of your sessions you can take some time to jot down what's come up for you, in your notebook or journal. This is optional but by creating the time to process and reflect you will make progress towards your goal.

Coaching is a powerful tool for personal and professional growth. Each coaching session is an opportunity for self-discovery, learning, and growth. Be open to the process, trust yourself, trust your coach, and embrace the transformational journey ahead.

If in doubt, feel free to ask your coach for support about next steps or what might be useful to think about or work on in between and after sessions.

“ Let yourself be proud of your progress. Take time to reflect, appreciate, love and nurture yourself right now. You're doing a great job. ”

