Ready, Steady, Coach – an introduction to coaching

Welcome to the Roger Simmons Consulting coaching process. This document outlines what you, as a potential coachee, need to know so that you can decide if you can invest the commitment required to make positive changes to your life or work.

This introduction, along with the tools and guidance used in this process are deliberately produced in a structured and jargon free format. There are many tools on our website that will allow you to identify what you want to achieve and how you can go about achieving it.

Before anything else, please take some time to review the following information to see what we can do for you and how we will help you do it.

The website is found at: RSimmonsLtd.com

Email: [rsimmonsltd@gmail.com](mailto:roger@businessbuddiesouth.com)

Mobile: 07704-838512

I look forward to hearing from you soon.

Best wishes



Roger Simmons

Coach and Mentor

Ready?

**What is coaching**

The coaching process is about helping another person – the coachee – to raise their awareness, and take a different outlook on the world and themselves. It identifies areas of life or work that are going well and areas that could do with some improvement.

Coaching identifies:

- **what goals you want to achieve**

**- where you are on the journey to achieve those goals**

**-** **what opportunities you have available**

- **what are you going to do now to move forward**

This makes it a challenging process to which **you will need to commit if you want to see the changes you want**.

**Our philosophy**

Coaching is not judgemental, nor is it counselling or just a general conversation. We will use a series of structured conversations to support an individual (coachee) to identify issues that they are prepared to move forward. The coach will help you find your solutions, he won’t provide the solutions for you.

The coaching relationship is based on trust, honesty, confidentiality as outlined in our Diversity Statement (Appendix A).

The process is conducted according to ground rules agreed by the Coach and the Coachee. A contract is agreed at the start of the process (Appendix B).

**How does it work?**

If you have read this far then you have not been put off by the need to commit to the process if you want results. The rest of this document will:

* Provide you with an introduction to the Coaching experience
* Give an overview of what might be discussed during the session(s)
* Identify some of the Tools we can use to support you through the process

The Coaching Experience

The Coaching Experience

*Benefits over other personal development…*

*Pro-active*

*Part of a supported process*

*Driven by you*

*Limited only by your ambitions*

*Being coached can feel…*

*Strange at first*

*Challenging*

*Exhausting*

*Exciting*

*Intense*

*Safe*

*Supportive*

*Exhilarating*

*Refreshing*

*Things to be aware of…*

*Some benefits are instant others are felt over time*

*You have the answers, the coach helps you find them*

*Coaching only works when you are committed to the outcomes*

*The process can be quite challenging*

*Benefits of coaching…*

*Focus just on you and what you want to achieve*

*Time to explore ideas and challenges*

*Chance to be completely honest in a confidential and non-judgemental environment*

Steady

Before any coaching starts the coach and the potential coachee have a conversation to confirm if coaching is the right solution for the individual.

If coaching is the right way forward then a first session to meet is agreed. Each coaching session will produce agreed actions for the coachee to take so they can move forward. The progress and achievement of these actions are reviewed during the next session. This is such an important part of moving the coachee forward that our coaching process always has a minimum of an initial session and a follow-up session. The need for additional sessions will depend on the coachee and what they want to achieve.

We have highlighted below some of the factors and content of the coaching sessions.

|  |  |  |
| --- | --- | --- |
|  | **Steps** | **Details** |
|  | What Coaching Involves  What a coachee should expect | * Structure of each session by the coach * The challenge of difficult questions * Reflecting back to the coachee what has been said to ensure clarity * Highs and lows in the coachee’s journey * Gathering information about what is important * Coachee decides what challenges to cover and for how long * Tailor the coaching style to how the coachee wants to be coached |
|  | Responsibility of the Coach  What the coachee can expect of the coach | * Focus on the coachee’s goals * Help establish their options and solutions * Help establish actions to be taken and hold the coachee to account in their achievement * Raise the coachee’s awareness of their environment and themselves * Raise awareness where the coachee is holding back from achieving their full potential |
|  | Responsibility of the Coachee  What the coach expects from the coachee | * Coachee to be honest and open (and to say when they can’t be) * Willing to be challenged to view their environment and themselves differently * Prepared to be accountable for their actions * To be responsible for their commitment to success |

Coach

There are a number of Tools available on the Website that can be used to structure the coaching process to provide the very best support to the coachee. Some of the Tools have a focus on a work environment and some take a broader perspective of the coachee’s life in general.

We also have psychometric tools that the coachee can use to highlight their preferences for the way they think and communicate.

**Life Focused Tools**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Tool** | **Details** | **Complete before or during session** |
|  | Satisfaction Score Card - Life | This document identifies what is going well and what could do with being better. It also identifies how ready you are to make changes to move forward. | **Before or during** |
|  | Your Values - Life | This document highlights the 10 most important values to you in respect to how you live your life and reviewed to inform how the coachee may prefer to tackle their goals | **Before or during** |
|  | Energy Sappers – Life / Work | This captures the clutter in the coachee’s life and which issues should be tackled as a priority. | **Before or during** |
|  | Stop-Go Planner – Life / Work | This identifies a current goal or challenge and what action will be taken to move forward. | **During session** |
|  | Objectives and Motivation – Life / Work | This captures the coachee’s objectives and motivation; what success looks like; opportunities and actions to move forward; how progress will be monitored and next steps. | **During session** |

**Work Focused Tools**

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| --- | --- | --- | --- |
|  | **Tool** | **Details** | **Complete before or during session** |
|  | Satisfaction Score Card - Work | This document identifies what is going well and what could do with being better. It also identifies how ready you are to make changes to move forward. | **Before or during** |
|  | Your Values - Work | This highlights the 10 most important values to you in respect to your work environment. It is reviewed to inform how the coachee may prefer to tackle their goals in their specific work culture. | **Before or during** |
|  | Areas of Development and Strength - Work | This allows the coachee to rate areas of their work knowledge, skills and abilities. It highlights areas where they are strong and areas for potential development. This may identify objectives that can be added to the Objectives and Motivation tool or lower priority issues to be added to the Stop-Go Planner. | **Before or during** |
|  | Business Steering Wheel - Work | This tool allows the coachee to identify major areas of their work and their level of confidence in each area. This may identify objectives that can be added to the Objectives and Motivation tool for action. | **Before or during** |
|  | Energy Sappers – Life / Work | This captures the clutter in the coachee’s life and which issues should be tackled as a priority. | **Before or during** |
|  | Stop-Go Planner – Life / Work | This identifies a current goal or challenge and what action will be taken to move forward. | **During session** |
|  | Objectives and Motivation – Life / Work | This captures the coachee’s objectives and motivation; what success looks like; opportunities and actions to move forward; how progress will be monitored and next steps. | **During session** |

**Psychometric Tools**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Tool** | **Details** | **Complete before or during session** |
|  | Simpsons Personality Preferences | Meyers-Briggs is possibly the best known of the personality “tests”. This fun adaptation will show you your preferred characteristics and which of the Simpsons characters you are most like.  By answering yes / no questions you will receive feedback about your character preferences. | Complete at any time. |