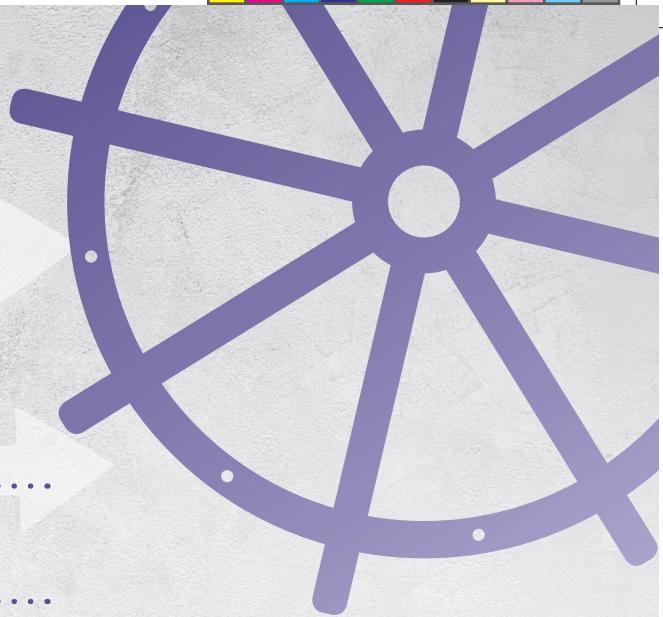


Coaching Individuals

Deeper



LISTENS

Understand their history, context, and story: Physical, intellectual, emotional, and spiritual story

EXPLORES

Helps coachee explore their next steps, by asking questions, identifying and being a sounding board

IDENTIFY OBJECTIVES

Identify actions that will take them to their desired future. Catering for your body, soul, mind, and spirit

SEES OBSTACLES

Identify obstacles that they will encounter, how to minimize and overcome obstacles and maximize success

REVIEWS

Plans next review, maintains accountability, and thinks how to encourage and support coachee

We can, and all do coach. We coach our children through the years with love, commitment, and sacrifice. We stand beside our friends coaching them to finish an exam, overcome a fear, or see a breakthrough in a life controlling habit. Even our grandchildren coach us through computer upgrades and new apps etc. Coaching is not new. It is all around us and we do it naturally and daily. However, being intentional about reaching out to others to be coached or to offer coaching requires a **change of mindset** for some.

Every person who actively engages in a coaching relationship develops in their skills and capacity. They grow relationally, emotionally, and spiritually closer to their life's purpose. With these series of coaching forms, the Voditi Team is seeking to support and encourage the development of coaching. We want to assist you in helping others in achieving their capabilities as they move toward fulfilling the potential that is within them.

After making that decision to engage in the coaching process as either a coach or a coachee, we believe the information gathered here will be most helpful. Thoughts and contributions gathered here from several of the world's prominent coaches is aimed to help you foster the skills, talents, and potential in those around you. In some corporate environments coaching is the term used to assist someone who is performing below the standard. This is not the way we use coaching or think of it. We are seeking to collaborate for the purpose of encouraging you to fulfill your potential, to unlock those capabilities that you know are there and produce something very, very special.

»Coaches guide people from where they are toward a greater competence and fulfillment they desire.«

Gary Collins

Coaching Prep. Although we outline coaching as a process, it is important to understand the purpose, and objectives behind coaching, which will then allow coaches to develop their style and uniqueness.

Coaching Objectives – The process of facilitating self-determined and self-directed problem solving or change within the context of a helping conversation" (Hicks, R.F. 2014, 21). It is a practice of collaborating with clients(s) in dialogue that is informed by skills, ethics, standards, theories, and models. Coaching seeks "to co-create reflective learning experiences that support individual and collective change" (Future Coaching Summit, 2012).

Testing instruments - Some coaches prefer that their clients provide foundational information before they meet for their first coaching session. This allows coaching to be more focused and directed. Information such as strengths, skills, talents, and personal objectives can be acquired through a questionnaire or survey instrument. If you would need one these, contact the team at Voditi.org.

- What do you want to achieve through this coaching relationship?
- How will you know when you have achieved your goal?
- Is there a specific reason why you have been unable to achieve this goal to date?
- How will your life and or ministry improve because of this progress?



- ❖ **Make your coaching session successful** - The most successful coaching relationships create space and the freedom to freely respond to invitations. Both the coach and the coachee must choose to engage for a certain time. However, it is important to be active, rather than passive in seeking out these relationships.
- ❖ **Develop your style** - For those who function well with structure use the coaching forms. They have been developed using many years of experience. For those who

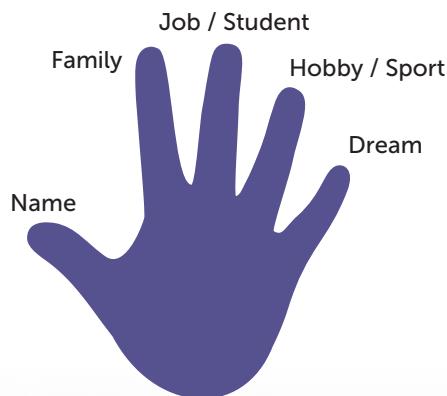
prefer a less structured environment, understand the suggested process and objectives, then incorporate your style.

- ❖ **Be intentional to prepare** - The best results come from those who are intentional and who have prepared in advance of their meetings. Creating appropriate meeting environments often lends itself to feelings of safety, trust, and protects confidentiality. This environment will add to your coaching session. In the opening meeting you should establish expectations for future meetings. Be open and transparent.

LISTENS

The key to effective coaching is gaining an understanding of the objectives of the coachee. Where do they want to be in 12 months? Where would they like to see development holistically (family, physically, socially, emotionally, career, and spiritually). The person asking the questions is the one leading the conversation, not the one talking the most. Resist the temptation to share too early or come prepared with what you think the person needs. Coaches are first and foremost active listeners. Active listening is the ability to accurately understand the thoughts and feelings of the other. Learn how to put people at ease in a few seconds and then get them talking. Some people are naturally gifted at this interpersonal communication. However, if this does not come natural to you, do not worry. The key is understanding the relationship process. All of us can build quality, healthy, and effective coaching relationships through our attitude of serving the coachee and the process.

❖ Connecting with people



Randomly bring up topics to spur their interests

Education,
Experience, History,
Success, Family,
Social involvement,
Personality

The purpose of the hand illustration is like those who use an acronym to remember a process. When we are talking to someone new, like a prospective client, imagine that each finger and thumb is named as above. Go through the fingers on your hand to ask open questions to get the person talking. When the person becomes more engaged in what they are speaking about you know that this is interesting and important to them. Remember 2-3 key things that they discussed and write them

down. The next time you meet be sure to ask how these things were going? Perhaps they told you about a sick family member, or an important life event coming up for them? etc. When you mention it again, they will know that you listen and care.

❖ Motivation

- What motivates you, what makes you want to get out of bed in the morning?
- What demotivates you?
- How do you stay motivated?

❖ Roles, responsibilities, and values

It may be beneficial to your coaching to be familiar with the Weekly Time Management Chart. You can view this on www.voditi.org/resources. It is most helpful to understand your values, roles, responsibilities and how to prioritize them. If your coachee desires to improve in time management or prioritizing time, suggest that they complete this form and review it together. By identifying values and then prioritizing time to these respective values, you will easily see if there is a disconnect here somewhere. For example, if you claim that your spouse or children are high in importance, but you are prioritizing more time to hobbies or volunteer work, then there is a disconnect. Actions speak louder than words.

❖ Physical, emotional, and spiritual realities

As all people, an individual person is a composite of several areas; all areas of our life affect other areas. What we believe about reality affects our physical and emotional aspects of life. A family struggle or emotional crises will affect your work, as does your physical mobility or your belief system, etc. Therefore, coaches will prove most helpful when there is transparency and vulnerability in the relationship.



EXPLORES

As we talk through dreams, ambitions, and desires with a trusted colleague, we are exploring - this is invaluable. Can these dreams or desires become realistic objectives? Can we break them into small achievable bites? Is there information, knowledge, or connections that our coach can help open doors to?

- ❖ What is the coachee wanting to achieve?
- ❖ Recognize unrealized potential. Coaches see skills and potential in people that are not yet realized.
- ❖ Coaches help people to carefully select 2-3 objectives:
 - Desire for our family
 - Desire for learning & intellectual pursuits
 - Desire for our health
 - Desires for emotional / relational development
 - Desire for social interactions and involvement
 - Desire for spiritual growth

IDENTIFY OBJECTIVES

Sift through the desires in dialogue until you distill several real and meaningful objectives. Most people respond best when their objectives and goals come from within. Therefore, the coach's task is not to impose objectives, but to realize the genuine longings and desires.

For those who like to set goals to help motivate and measure their growth, the acronym to set S.M.A.R.T goals helps many.

Specific	Reviewable
Measurable	Time
Achievable	

There are many people who find goals a demotivating burden. This is OK, we are all different. However, if you are one of these persons you still need to chart a course to sail your ship. Which direction will you been heading and how will you know that you made progress?

❖ Evaluating your vision

- Is it consistent with your values?
- Is it consistent with your strengths, giftings, and passions?
- Is it clear and concise?
- Does it characterize high ideals in its commitment to excellence, integrity, and value for people?
- Is it challenging?
- Is it so compelling for you that are willing to sacrifice for it?

SEES OBSTACLES

Coaches help identify obstacles that may arise in charting this new course of action.

- ❖ What gets in the way?
- ❖ As a coach what obstacles have you seen and how should one avoid these?
- ❖ Coaches can be invaluable here in acting as a sounding board to allow the coachee to think critically.
- ❖ Common problems.
 - Act to early, one may not have the motivation, energy, team, or resources.
 - Leave it to late, one may miss the opportunity.
 - Does the coachee have time, resource, and technical capabilities?
 - How will they deal with discouragement and rejection?





REVIEWS

Coaches plan accountability where progress towards results are reviewed. Accountability is simply building integrity by being answerable to our decisions and responsible for our actions.

- ❖ Coaching works best with a set of defined meetings over a defined time. For example, 12 monthly meetings over a year. When we know that someone is going to be following up with us in a certain time, we are often more motivated.
- ❖ In coaching, the key to holding people accountable is ensuring that they are the ones who set the goals and timeframe. These details are agreed in the initial meetings.
- ❖ Part of the regular meeting is set aside to review new challenges and discuss progress.
- ❖ What do I have to do each day or week to stay on target, I am doing this?

External Barriers in Coaching

Barrier	Impact	A suggested Response
Distracting life events	Diverts attention from coaching, consumes energy	Deal with the life event and return to coaching later.
Too many demands	Feelings of pressure, distraction	Reevaluate priorities, learn time/schedule management, and delegate.
Difficult people	Drains energy, consumes time	Set boundaries, avoid power struggles, say no, confront if possible, and reevaluate priorities.
Criticisms from others	Fear of rejection, self-doubts	Evaluate the criticism (some needs to be ignored, some needs to inspire us), do not get distracted with a self-defense.
No clear boundaries	Circumstances and people disrupt our time	Learn to set limits, how to say no graciously, and set clear priorities.
No accountability	Vision fades, loose motivation, and commitment	Find someone to hold you accountable.
No evaluation from others	Discouragement, loss of motivation, stalling, confusion	Find a way to get honest feedback.
Energy Drainers	Distractions, interruptions, depletion of energy, loss of time, loss of patience	Identify drainers and take action to remove them or to reduce their influence.

Internal Barriers to Coaching

Barrier	Impact	Coaching Suggestions
Bad Habits	Get in the way of action	Admit habits can be changed by repetition of new behaviors.
Fear, insecurity	Stops you from acting	Challenge wrong beliefs and replace it with correct belief and disciplined thinking.
Negative mind-set	Convinces you it cannot be done	Challenge harmful self-talk and replace with positive beliefs.
No commitment, no ownership	Motivation drops, goals are forgotten or abandoned	Rework plans and delegation so that people have responsibility and ownership. Also, urge accountability.
Resistance to change	Cooperation drops even through you have superficial agreement	Understand the risks of not changing and reinforce how change achieves longer term goals.
Impatience	The process is rushed, making failure, disappointment, and loss of interest more likely	Demonstrate patience and show small evidence of progress.
Boredom	Loss of interest and motivation	Reclarify the vision and goals, then link growth to passion.
Changed goals	Realization that the initial goals or vision no longer fit, loss of motivation	Engage people with the new vision or goals.

(Collins 2009, 222-227)