This is a three step process to assist you in preparing to coach in an effective manner. Review the questions below to prepare.

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| 1. Prepare & Consider Dynamics | 2. Avoid Coaching Pitfalls | 3. Evaluate Outcomes & Adjust |
| * How should my approach differ for performance, development, or career discussions? * How is my coaching and behavior style similar and different from my direct reports? * How can I better delegate to make projects a coaching opportunity? | * What are potential areas of tension between my style and the differing styles and needs of my team? * What are strategies to address and resolve conflict within my team? * What might my direct reports need more or less from me? | * What role does my coaching style have in team problem solving? * How can I adjust or tailor my style according to their needs? * Have I clearly outlined the expectations and positive outcomes desired? |