

Thanks for being interested in coaching with me. Coaching is a powerful tool to help you solve complex issues facing you and I am sure you have many questions about it so below is some background on coaching. The last page is an example of a contract we would develop and sign on our first session.

What's Coaching?

Coaching is a development service to you. It is here to support the changes and growth that you choose to make in your work.

To dig deeper into this:

- If you want coaching, then we have crossed the first milestone. If you are being instructed to do it and don't want it then let's have a talk about respectful alternatives.
- You set the goals that you want to achieve – not me. If you are unclear on the goals you are after that is no problem as our first session is clarifying and crystallising your goals to make them workable and a challenge.
- I am here to support you and if that support is not suiting you then you have full power to withdraw from the relationship with no comeback from me. While I would benefit from a discussion as to why it is not working – as coaching is two way and I learn heaps – you can stop the coaching with no explanation as it is your coaching. If you do I will chalk it up as 'that coaching relationship didn't suit and that is ok'. If I think that the coaching relationship is not working I will share that with you and discuss options.
- Coaching focuses on work related adaptive challenges. It is not about performance management or about technical fixes. It is about your whole life as you can't really separate out work and home. If it gets to be predominately about home or is more in need of clinical professional then I will let you know and we can discuss options.

How does coaching work?

We start with an introductory session that goes over the contract and how we will work and then we talk about the issues that are facing you and what goals you have.

Coaching will look at the environment you work in, will explore a diverse range of what options you have and look at what you are willing to commit to and act on. We may agree on actions to explore between sessions and we will review what we agreed at the beginning of the following session.

Coaching has a start and a finish. As it is focussed on meeting your goals I expect to have between one to six sessions working on an issue. After that we might take a break or pick up another adaptive challenge.

The key part of coaching is that I use curious questioning to help clarify what you need and want – rather like an action learning group. I will share my thoughts with you and can share plenty of tools. It is important to keep in mind that I do not have the answers and we will work them out together.

My Guiding Principles

Respect of you and your situation is paramount. I will work hard to stay above the line and we will work together to sort out where the line is.

The process is yours, the issues are yours and the answers come from you and your situation. I am there to help you solve adaptive challenges and not supply answers. I am not a decision maker for you.

I am a good questioner and will use that to your advantage. Sometimes the questions may be uncomfortable. If they're not respectful please say so. I ask them as I am curious and I think they will be useful to you. I wish to help you to develop and to be more comfortable seeing the bigger picture around you. To get this to happen I will sometimes ask some different questions. If they feel off track I am happy to explain and adjust for you.

Listening deeply is the key skill for coaching and will be a fundamental tenant of how I work with you.

I find we get the best out of our time together when we focus on what strengths you have and how to apply them and we pick up what works and use that to work on what doesn't.

I do the coaching to help you. I also do it to learn and develop. I invite constructive feedback to emphasise what works for you and to improve on what I do.

If there is a potential conflict of interest I will discuss this with you and we will agree on a suitable action.

If we move outside the boundaries of what I can handle I will say so and if needed I will refer you to more suitable assistance.

What I expect from you as a full participant of successful coaching

Being coached is a powerful tool of successful self development. For it to work to its fullest potential I invite you to:

- Commit to being open and communicating honestly with me
- Bring your full self to the room – your history, your wisdom and your imagination
- Bring as much information about an issue as practical – confidentiality will be maintained
- Commit to the relationship for as long as is needed
- Be honest with yourself if the coaching relationship is not working and take suitable actions to improve the situation
- Be prepared to experiment with the ideas I share
- Undertake the tasks we agree on between sessions to the best of your ability and share the results with me.
- Be respectful with what I share with you
- Stay above the line
- Cover the agreed costs
- Give constructive feedback on what works and what can be improved

Confidentiality

What we talk about in the coaching is confidential. The exceptions to that are if I need to take an issue to my own coach to help me do a better job with you and if there is a safety issue that I think needs addressing. I will consult with my coach before acting. My coach is bound to confidentiality through her professional body.

I will keep notes on what we talk about. You can see these at any time and I will keep them confidential as above.

The coaching relationship I have is with you and not your manager. Your organisation is paying for the coaching so it is reasonable for me to discuss with your manager that you are being coached and to check in with the manager on any issues they see as useful for you. The content of what we talk about is confidential and I am not going to discuss it with the manager or anyone else without your clear agreement. It is not a secret that you are wise enough to have a coach so the existence of the coaching is public but not the content.

You can choose who you talk with about the coaching. Please respect any items of a personal nature I share in our sessions.

Tools I may use

On top of what I mention above there is a range of tools we may wish to use together.

TMI

Team Management Indexing is great for how to communicate with others. Where you have done this we can dig into how to use it better. Cost approx \$170

360 feedback

This is about you assessing your own developmental edges and receiving anonymous feedback from people you choose about those developmental edges. It is very useful to be able to compare what you see and others see. To get the vision of others helps raise your awareness of where to put your energy and can be superbly transformative. Using the tool is around understanding the feedback and seeing what is useful and what is not. Cost approx \$200

Adult Development Awareness

We all move through development stages in our lives and often as we transition from one stage to the next there can be big internal and external tensions. It can be useful to dig into the adult development levels you are experiencing – mainly for self awareness and to look at what might be holding you back. We can then look at the best place to put your energy.

A deep investigation of the Adult Development levels is done through an interview where I ask you questions probing how you make sense of the world. While it is not about solving issues participants gain a lot from the self awareness it generates. The interview is recorded and typed up verbatim and then analysed. There is a cost for the typing of approx \$200.

Strength assessments

Knowing what fills you with energy and excites you tells us where the best place to put energy is. I love operating from a position of playing to your strengths as it works. We can look at two types of strengths –

- your values that are your internal drivers and we use a free on line tool for this
- your work strengths and we use an online tool that costs around \$25.

Positive Psychology

Positive Psychology builds on being strength based and looks at what works to build your well being. There are a number of great exercises that research has shown works to improve your working and home life and we may use them where appropriate.

Transactional Analysis (TA)

Transactional Analysis is an excellent way of understanding the drivers behind how we interact with others. I am no expert in it although as my own coaching has focussed on using TA for years I have a basic understanding and will share these with you where appropriate.

Cultivating Leadership's Leadership Development Programme has heaps of great tools which we can apply, such as polarity management and the switch framework. I am happy to explore any of the techniques you bring from your experience as well.

All the above techniques are backed by readings and books that I can supply or direct you to if you are interested.

I hope this helps set the scene for coaching. I can be contacted on

DDI: 03 5419625

Cellphone: 021 541962

Email: scott@growingdialogue.nz

Skype: Scottatdoc

Regards

Scott Nicol

Coaching Agreement

Between: Scott Nicol

And:

Frequency of meetings:

Duration:

Coachee's Purpose:

"I will"

Confidentiality

What is discussed and shared in the sessions together is confidential to the coaching relationship.

The exceptions to that are if the coach needs to take an issue to his own coach to help him do a better job with you and if there is a safety issue that he thinks needs addressing. He will consult with his coach before acting. His coach is bound to confidentiality through her professional body.

The coach will keep notes on what is talked about. You can see these at any time and the coach will keep them confidential as above.

The coaching relationship is with you and not your manager. Your organisation is paying for the coaching so it is reasonable for the coach to discuss with your manager that you are being coached and to check in with the manager on any issues they see as useful for you. The content of what we talk about is confidential and the coach is not going to discuss it with your manager without your clear agreement. You can talk about what we discuss with anyone of your choice. Please respect any items of a personal nature the coach shares in the sessions.

Conditions

- Coaching will be uninterrupted and will be conducted in a venue away from the direct work area (it can be on the same premises).
- If the coach or coachee needs to cancel a prearranged meeting, an alternative meeting time will be arranged.
- Where there is agreed actions to undertake between coaching sessions both parties agree to do their best to undertake the actions.
- The focus of the coaching will be on professional issues and will acknowledge personal issues where they interact with work.
- The Coachee can terminate the relationship without explanation although an explanation is useful.
- The Coach can terminate the relationship after discussion with the other part.
- Confidentiality continues after the termination of this agreement.

Signed

Signed

_____ Date:

(Coach)

_____ Date:

(Coachee)