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# *Guidelines for Successful Coaching Relationships*

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# GUIDELINES FOR SUCCESSFUL COACHING

## RELATIONSHIPS

### SUGGESTED ROLES AND RESPONSIBILITIES

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#### ■ Participant

- ▲ Manage the relationship
- ▲ Create the learning agenda
- ▲ Observe, question, explore
- ▲ Solicit feedback
- ▲ Take risks by being vulnerable
- ▲ Follow through on agreed upon assignments and tasks
- ▲ Evaluate progress

#### ■ Coach

- ▲ Focus on the participant's agenda
- ▲ Promote intentional learning
- ▲ Demonstrate, explain, model
- ▲ Approach this as a joint venture
- ▲ If needed, help initiate contact and scheduling the first 90 days which are critical to creating a foundation to work together
- ▲ Be vulnerable
- ▲ Manage the process
- ▲ Answer questions
- ▲ Provide resources
- ▲ Solicit feedback
- ▲ Evaluate progress

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# GUIDELINES FOR SUCCESSFUL COACHING

## RELATIONSHIPS

### GOAL SETTING AND MEASUREMENT

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#### **PARTICIPANTS**

**Creating the contract for learning.** Consider the following questions. Draw upon your past work experience, any assessment data you might have, and what you know about yourself. This work will only be shared in the confines of your coaching relationship. Your contract for learning can be rewritten and updated in 3-4 months.

- What are your professional strengths?
  
- In thinking about your own development, what areas do you need to focus on in the next 12-18 months? (Think about performance and development discussions you have had, developmental goals from assessments.)
  
- What are your career goals for the next 3-5 years?
  
- What are the most rewarding aspects of your work?
  
- What are the most challenging aspects of your work?
  
- What do you need to accomplish in this next year to reach your professional goals? Be specific.

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# GUIDELINES FOR SUCCESSFUL COACHING RELATIONSHIPS

## GOAL SETTING AND MEASUREMENT (CONT.)

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### COACHES

- Preparing to work with participant's goals - **confidentiality is an imperative.**
- **Successful coaching is a joint venture.** As you think about the coming year what do you hope to take away from this experience?

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- As you think about coaching within your current role, **what's in it for you and your team?** Identify 2 or 3 measures of success.

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- What is your vision of a successful coaching relationship?

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# GUIDELINES FOR SUCCESSFUL COACHING RELATIONSHIPS COACHING CONTRACT

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(COMPLETED BY PARTICIPANT AND COACH DURING INITIAL MEETINGS)

- **What is our joint vision of a successful coaching relationship?**

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- **What are the 2-3 areas our coaching relationship will focus on over the next 12+ months?**

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- **How will we measure our success against our desired outcomes?**

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# GUIDELINES FOR SUCCESSFUL COACHING RELATIONSHIPS

## RULES OF ENGAGEMENT

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(COMPLETED BY PARTICIPANT AND COACH DURING INITIAL MEETINGS)

***Rules of Engagement*** clearly articulate the collective expectations for how coaching pairs commit to intentionally work together to deliver on agreed upon results or outcomes.

Working together, coach and participant brainstorm ideas and agree on 3-5 critical Rules of Engagement for the next 9+ month coaching relationship. Subjects to discuss can include:

- How often we meet
- How agendas for meetings are established and communicated
- Guidelines for communicating between scheduled meetings
- Guidelines around confidentiality

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*"The only limit to our realization of tomorrow will be our doubts of today. Let us move forward with strong and active belief in the possibilities."*

Franklin Delano Roosevelt, 3<sup>rd</sup> Term