

# PEER COACHING

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## Peer Coaching Session Worksheet<sup>1</sup>

Name \_\_\_\_\_ Date of Session \_\_\_\_\_

### ***In preparation for the coaching session, identify a goal:***

#### **What do I want to work on in this session? What's my goal?**

(To spark your thinking, reflect on what keeps coming up in your thoughts as something important to address, related to your purpose, leadership, or work.)

*Reminder: your goal doesn't need to be written perfectly but must be something you are **authentically** grappling with, are **passionate** about, and are willing to **transform** around (adapted from the SF Coalition of Essential Small Schools).*

### ***While being coached, take notes below:***

**What am I learning?**

**What actions can I take toward my goal?**

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## Coaching Fundamentals

Coaches DO . . .	Coaches DO NOT . . .
Support people to make more conscious decisions and take new actions.	Teach discrete skills, mentor, or give advice.
Move a person forward from where they are now to where they want to be.	Psychoanalyze or pathologize the past.
Foster new levels of reflection, awareness, communication, accountability and engagement.	Tell people how to solve their problems or “fix” things.
Help people identify and build on their strengths and internal resources.	Focus on improving things by correcting weaknesses.

### Coaching Ground Rules

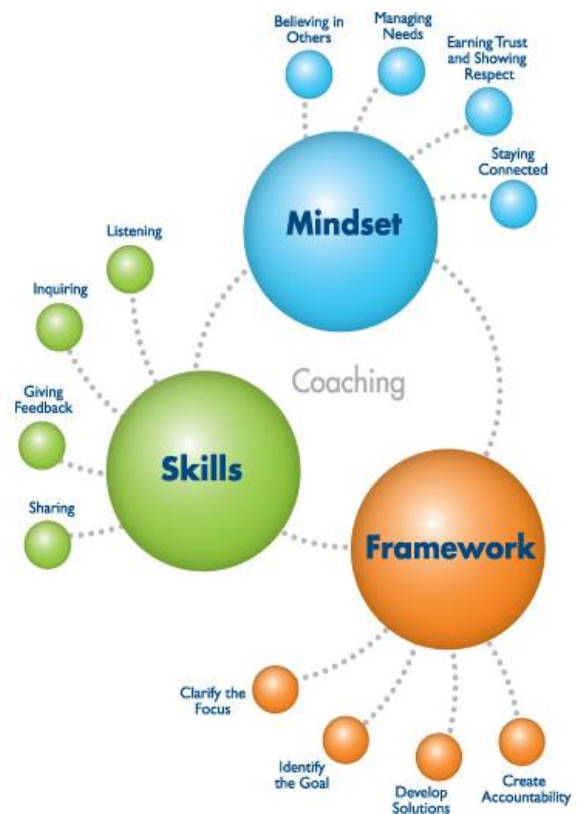
1. Sessions start and stop on time
2. Confidentiality is assured
3. Keep the session highly focused
4. Manage your time slot, help the group help you

### Getting Coached

- Present your coaching goal, using no more than 20% of your time slot (about 3-4 minutes).
- Briefly describe your feelings around the coaching goal.
- Explain your coaching goal in terms of the here and now.
- Use “I” statements as much as possible in your explanations.
- Don’t repeat yourself. Explain your goal once.

### Coaching Your Peers

- Completely listen to the presenter – let your brain be quiet and make a connection with the presenter.
- Quickly ask useful questions about the presenter’s current perspectives, assumptions, actions, etc.
- Limit advice—do not jump in to “save” the presenter by doing most of the talking yourself.
- Avoid lecturing the presenter, i.e. “you should” or “have you tried”.
- Lean into your curiosity; ask questions you don’t already know the answer to



## Questions to Use in Lifecycle of Time Slot

### 1. Report Session Goal

(Presenter)

- What do you want to work on today?
- What's wrong? What's missing?
- How would you like to get it?
- What would you like from us today?
- Have you said everything you want to say?

### 2. Clarify Presenter's Goal

(Whole Group)

- How is this issue important?
- How would [the other party] describe this issue?
- What is your role in this situation?
- Where do you feel stuck?
- Are your actions (or non-action) resulting in what you want?
- What is the intent of what you're saying?
- What is at the heart of this matter?
- Where are those strong feelings coming from?
- What would you like us to ask you?

### 3. Move Presenter to Action

(Whole Group)

- Have you experienced anything like this before? What did you do? What lessons from that experience can you apply to this one?
- What do you hope for? What would success look like to you?
- What would you be willing to give up for that?
- What talents or strengths can you call upon to tackle this?
- If you could change one thing, what would it be?
- What's preventing you from...?
- What resources are available to you? What other resources do you need and how will you get them?
- Imagine a point in the future where your issue is resolved. How did you get there?
- What can you realistically do by [date, other timeframe]?
- Who will do that action? By when? What will it look like when done? How will we know it's done?

### 4. Deepen Learning

(Presenter only)

- How did this session go for you?
- What is the learning in this for you?

## Reflecting on the Session

1. What worked for me in this session?
2. What didn't work for me in this session?
3. What could I have done to make this session better for me?
4. What did I learn from this session?
5. What actions will I take towards my goal before our next meeting?