

Coaching Form Guidance

In an effort to continuously grow and develop leaders for kingdom impact, all Grace Church volunteers should regularly participate in leadership coaching. Coaching is the process where leaders come alongside an individual to assist in developing leadership skills, relational behaviors, and to encourage continued spiritual growth for the purpose of furthering God's mission.

With the exception of the Peer Leader, ALL leaders will be involved in coaching others. Coaching is simply conversations around skill development, abilities, and behaviors, with the intention of creating an action plan. To help your conversations be as effective and consistent as possible, coaching forms have been created to assist you in planning and guiding your coaching conversations.

Coaching is the primary path for leadership development in our church. This strategy utilizes personal relationships to build trust which provides an avenue for direct and relevant feedback.

The Coaching Form below is designed to help you stay focused on the development of your individual team members as you meet with them for coaching. Plan for about 30-60 minutes for each coaching conversation. There are a few things you should keep in mind as you begin to use this tool:

1. **The Coaching Form is a guide, not a script.** The components of the coaching conversation are important but don't feel like you have to ask every question, every time, in a specific order. A natural conversation will flow back and forth among the components of the coaching model.
2. **Use the Coaching Form to pre-plan your coaching conversations.** Before you meet with each person, choose what questions you will use. It could be helpful to have examples of things they are doing well and/or things needing improvement and have some ideas and solutions ready to share.
3. **Take notes.** Use the Coaching form while you are meeting with each person so you can refer back to what your conversation, and what actions were you discussed.
4. **Coaching should not be focused on the tasks of the job.** Rather, the focus should be on the following areas:
 - a. Leadership Skills
 - b. Spiritual Growth
 - c. Relationship Development

Coaching questions for each area above can be found in the Leadership Development Coaching Manual

5. **Difficult conversations** - If you anticipate or encounter a difficult conversation, guidance to assist in these conversations can be found in the Leadership Development Coaching Manual