

## Department Leader Coaching Form ( for use in coaching Ministry Leads)

**Check-In:** Begin with a welcome and casual, personal connection. Next, if you've had a previous coaching conversation, follow up on any action plan items. Be sure to check in on all three focus areas: Leadership skills, Spiritual growth and Relationship Development.

Sample questions :

- **How are things going?**
- **How are your coaching sessions going?**
- **What is the level of connectedness on your team?**
- **How are things going spiritually for you?**
- **What are you struggling with?**
- **In what ways can I help?**

*Additional questions for each focus area can be found in the Leadership Development Coaching Manual*

Notes:

**Observation and feedback:** Talk about what you have observed in the person, as they do their ministry work, then describe the impact they make within the ministry.

(see the Leadership Development Coaching Manual for specific areas of conversation)

Notes:

<p><b>Action Plan:</b> As a result of the coaching conversation, discuss and capture agreed-to action items for the person you are coaching. Include:</p> <ul style="list-style-type: none"><li>• What, specifically they will do/try</li><li>• By when they will do this</li></ul> <p>Example: "Bring a leadership article or resource to discuss to our next coaching session."</p>	<p>Notes:</p>
<p><b>Coach Self-Evaluation:</b> After the coaching session ends, take time to evaluate yourself. How did the coaching session go? What might you need help with in growing your coaching skills?</p> <p>Be prepared to share themes from your self-evaluation with your Coach or Leader</p>	<p>Notes:</p> <ol style="list-style-type: none"><li>1. How did the conversation go from your perspective?</li><li>2. Is the person you're coaching growing in all three focus areas?</li><li>3. Were there issues that you felt uncomfortable or ill-equipped to deal with?</li><li>4. What do you need to be better equipped?</li></ol>