

Leadership Development Coaching Form

<p>2 weeks prior to coaching session Send an email to your coachee inviting them to the coaching session and ask them to come prepared to discuss:</p> <ul style="list-style-type: none"> What they are working on How things are going <ul style="list-style-type: none"> ○ In Life, in Ministry, in the 3 Relationships (God, Church, World) What is on their mind 	<p>Prior to your meeting: Remember the GRACE principles:</p> <ul style="list-style-type: none"> God rules—He is the one who saves Right roles—The Holy Spirit does the work Ask questions- Use what and how Comment infrequently—Listen intentionally Explore options—What are the next steps?
<p>Check-In: Begin with a welcome and casual, personal connection. If you've had a previous coaching conversation, follow up on any action plan items. Be sure to use graciously intrusive questions to check in on the focus areas: Leadership skills, 3 Relationships (God, Church, World).</p> <p>Sample questions :</p> <ul style="list-style-type: none"> ● How are things going? ● What are you struggling with? ● In what ways can I help? <p>For additional coaching questions and ideas, see the Leadership Development Coaching Manual (locate the section specific to your leader level) or 3 Relationship Conversation Starters.</p>	<p>Notes:</p>
<p>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.</p> <p>If the conversation becomes difficult (coachee becomes defensive, highly emotional, or withdrawn), use the “Navigating Difficult Conversations” section of the Leadership Development Coaching Manual</p>	<p>Notes:</p>

<p>Action Plan: 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">• What, specifically they will do/try• By when they will do this	<p>Notes:</p>
<p>Coach Self-Evaluation: 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 Leader</p>	<ol style="list-style-type: none">1. How did the conversation go from your perspective?2. Did you set clear goals for the coaching session?3. Were there issues that you felt uncomfortable or ill-equipped to deal with?4. What do you need from your coach or leader to be better equipped?