



PLANNING FOR CAPACITY-BUILDING MENTOR COACHING

Thoughtful planning can help a coaching conversation achieve its purpose efficiently. Try using these planning steps to prepare to coach a colleague.

COLLECT DATA ON COACHEE'S ALIGNMENT WITH EVIDENCE-BASED PRACTICES

Data can include:

- Observation
- Conversation
- Coaching log
- Record keeping

ANALYZE THE DATA AND DETERMINE WHERE THE GAPS IN KNOWLEDGE AND PRACTICE ARE.

How do the data align with:

- Natural learning environment practices
- Resource-based practices
- Caregiver coaching
- Evidence-based practices
- Policies and procedures
- Organizational priorities

PRIORITIZE THE LIST OF COACHABLE ISSUES

Coaching priorities can be based on:

- Previous plan
- Biggest impact
- Foundational issues
- Organizational priorities
- Safety issues

DETERMINE THE GOAL FOR THE COACHING CONVERSATION

- What do you want the coachee to learn from the conversation?
- What do you expect to change as a result of the conversation?

IDENTIFY KEY REFLECTIVE QUESTIONS AND FEEDBACK

What questions will you use to:

- Better understand the issue?
- Help the coachee analyze the issue?
- Help the coachee brainstorm new ideas?
- Help the coachee analyze the options?
- Help the coachee get started making a joint plan?

What information might you need to share?





FACILITATING CAPACITY-BUILDING MENTOR COACHING

Coaching colleagues follows a predictable process regardless of the topic. Being consistent with your coaching flow helps others internalize the process of thinking systematically even when you're not around.

UNDERSTAND THE ISSUE

Use awareness questions to ensure you and the coachee understand the current situation.

- Tell me more about what's happening?
- What have you done so far?
- What do you know about ...?

PROMPT THE COACHEE TO

ANALYZE WHY THE ISSUE IS HAPPENING

Use analysis questions to prompt the coachee to analyze why the situation is occurring.

- Why do you think that's happening?
- How does the current situation match what you want it to be?
- What do you think could change?

PROMPT THE COACHEE TO

BRAINSTORM ALTERNATIVE IDEAS

Use alternatives questions to prompt the coachee to brainstorm new or alternative ideas for addressing the issue.

- What ideas do you have for addressing this?
- How could you modify what you are doing to change the outcome?
- What else could you do?

PROMPT THE COACHEE TO

ANALYZE THE IDEAS

Use analysis questions to prompt the coachee to analyze the alternative ideas generated.

- What are the advantages and disadvantages of those ideas?
- How will others respond to those ideas?
- What other considerations would you need to think about to make that idea work?

PROMPT THE COACHEE TO

DEVELOP AN ACTION PLAN

Use action questions to help the coachee develop a concrete action plan that addresses the concern.

- Based on this conversation, what do you think you want to try?
- What would your first step be?
- What will you do if your initial idea didn't work?
- How will you measure your success?

