

COACHING GUIDELINES

At The Mercy	2 Different States of Being	At The Source
Regret that I even started	Disatisfied	Victimized
Weakness	Win/lose	Depressed
Negotiating	Instant gratification	Trapped
Triumphant	High self-loathing	Pride
Guilty	A failure	POMO
Morally superior	Reactive State	I do what I want
Mental debate	Damned if I do, Damned if I don't.	Self-righteous
Disappointment	Frustrated	Satisfaction
Unfair	Defeat	In control
Accomplished	Space of performance	Anxious
Angry	Betrayal	Rationalizing
Rebellion	World owes it to me	Fear
		Ownership
		Reconnect with their humanity
		Outside the box
		Free to be myself vs. reacting
		Personal accountability
		Connected
		Support
		Commitment
		Accepting with empathy
		Choice
		Deciding to free myself from the fear of others' judgments
		Peace
		Curiosity
		Creative State
		Inspired & Engaged
		Collective vision
		Good for me & for others
		Shift in mindset
		Taking a risk with my Ego
		Richness of the collective
		Burden lifted
		Care
		Discover my own agency
		Win/win
		Connection to larger purpose
		New universe of possibility that I couldn't see
		In a state of flow/ Feeling in the one
		Let go of the outcome
		In service of others

Coaching is a resource designed to help you take stock of how to use the insights and tools you acquired in the workshops, apply them to your most pressing issues, and make progress on your most important goals.

We want to support you to operate from your best self, in a way that is satisfying for both you and others, both in the results you reach and in the way you reach them.

In our experience, participants who diligently work at making incremental progress through their difficulties are the ones that grow the most radically by the end of the program. The following is what we recommend making the most out of your partnership with us.

OPTIMIZE YOUR COACHING SESSION

The ideal breakdown for a coaching session is:

1. Prepare for the coaching call (5-10 min. prior to the call)
2. Coaching call with your LaL coach (60 min.)
3. Recap and anchor learnings from the call (10 min.)

1. PREPARE FOR THE COACHING CALL (5-10 min.)

a. Set up: Take a moment before each call to transition from what you were previously doing:

- **Make sure to call from a quiet, private place** where you feel comfortable talking about anything (avoid being near colleagues or family and close your office door).
- **Turn off any distractions**, such as your email or other notifications.
- **Pull up/take out your notes and charts** (in particular your LaL ID card) so that you have them handy during the coaching call.



b. Journal: What is on your mind? What is alive of you?

In particular, think about:

- Were you inspired by anything recently? Any small wins or breakthroughs for you?
- Any place you feel confused, concerned, upset, disengaged, or are feeling *At the Mercy*? Any pinches, reactions, even small? Difficult interactions? Anything stands out?
- Has anything been bothering you in the background? Gnawing at/weighing on you?

Note: Between your coaching calls, you can also keep a running list of the questions, pinches, difficult situations or dissatisfying interactions that you could bring up with your coach.

c. Review your notes from the last coaching call:

Considering the topics discussed in the last coaching call as well as any practices or homework given, evaluate what progress you have made and where you are stuck. What support would be valuable from your coach?

⇒ From all of this, think about what your agenda for the upcoming call could be.

DURING THE COACHING CALL (60 min.)



Typical sequence of the call

1. General Check-in	(4 min)
2. Review of last call	(3 min)
3. Co-creating the agenda of the call	(3 min)
4. Process a situation with the help of your LaL tools	(45 min)
5. Defining homework—actions, experiments, and/or practices	(5 min)

Bring what is most alive for you to the table

Use your coaching to address your most difficult or pressing issues. For that purpose:

- **Be transparent and vulnerable with your struggles and setbacks**, or any situations where you feel you could use support, and bring them to the call.
- **Be truthful with your coaching experience:** Express candidly if you have any struggles in the coaching (feeling judged, confused, misunderstood,..) vs. staying in image management with your coach.
- **Stay in learning space:** Whatever comes up for you in your life and in the coaching is ultimately a source of growth. Your coach will always help you identify where you have leverage and can improve your approach by exploring how your ego might be limiting or misguiding your views and actions.



Your coach is your best ally

Your coach is committed to being non-judgmental, helping you find the leverage in your ego, and, when necessary, mirroring back your behavior or holding you accountable to your goals.

Take comprehensive notes

We provide a Coaching RoadMap (called *Name-CoachingRM.doc*) as a template for this purpose. See Appendix for further instructions.

AFTER THE COACHING CALL (10 min.)

Goal: Cognitively map, retain and own the learning and insights from the call.

- **Clean up your notes from the call**
- **Summarize learnings** (see Coaching RoadMap)

POLICIES

EXPIRATION DATE

Unused coaching sessions may be used up to 6 months after the purchase date or 9 months from the last seminar attended.

48-HOUR CANCELLATION POLICY

In consideration of our mutually busy schedules, our policy requires at least 48-hour notice to reschedule a coaching call and not lose it. This excludes emergencies.

For stand-alone seminars: since 3 coaching sessions is the bare minimum required to truly understand and experience what coaching can offer, each coaching session canceled or missed without the minimum 48-hour notice will be invoiced.

RECORDING

Coaching calls are audio recorded by your coach for internal training purposes. The recordings are kept in total confidence. Calls will be recorded unless you ask otherwise.

CONFIDENTIALITY

Coaching is most effective when we create a safe space in which you feel comfortable discussing any subject. Therefore, **the specific content you share with your coach is kept confidential within Learning as Leadership¹**, unless you and your coach reach a verbal agreement. However, we do NOT consider confidential:

- **Attendance to your coaching calls.** We may inform your sponsor if you are not attending your sessions consistently.
- **Overall remarks.** To help a leader stay grounded in how his/her team is evolving, we may report to him/her any *themes* we have heard through different coaches and/or a general sense of how the team is progressing (keeping names and specifics confidential).



¹ We may discuss content internally to improve the effectiveness of our support to you.

APPENDIX - MANUAL TO YOUR ROADMAP

A- Prep the Coaching RoadMap document

First, rename the Word file to reflect your full name. Example: *Name-CoachingRM.doc* would become *JaneSmith-CoachingRM.doc*.

Also enter your name and your coach's name in the appropriate fields at the top of the first page.

Name of Participant: _____
 Name of Coach: _____

Please, make sure to change the name of this Word file to reflect your full.

Updating this table of content will help you keep an overview of what you have covered in your coaching. To do this, right click on it, select "Update field" and then "Update entire table."

COACHING #1 - TITLE TOPIC:	4
DATE:	4
•	4
•	4
•	4

Pro Tip: If you click on the page number of the coaching call you want to get to, in the table of content, on the first page, it will take you directly to that page.

B- Take notes during and after your coaching call

Think about your agenda before the call.

Your coach typically shares their agenda at the beginning of the call.

Take as many notes as needed during the call.

After the call, take a short moment to check-in with yourself.

Give a summary title, fill in the date and capture bullet points of what was meaningful for you / homework / practices / ...

My Agenda:

-
-
-

Your Agenda:

-
-
-

Notes:

1. a.

After End of the Call

Post Call Check-in (Optional)
 How do I feel about this call? Energized? Is there anything that is weighing on my mind that I didn't mention? Anything unclear? Anything I kept in the back of mind or am incomplete about?

-
-
- |

Executive Summary
 Coaching #1 - Title Topic:
 Date:
 Below recap key points, *learnings*, discoveries and breakthroughs in 3-5 simple bullet points.

-
-
-

Navigation Bar

[↑ Back to Table of Content ↑](#)

Click to return to the table of content.

C- Update your table of content

Hover over the table of content and right-click (or control-click on a Mac). From the drop-down menu select "Update Field". In A dialog box pops up and select "Update entire table" and hit OK.

COACHING #1 - TITLE TOPIC: LEARNINGS FROM THE WORKSHOP	4
DATE: 07/06/2017	4
• Reconnected with my l	4
• Decided to practice a pi	4
COACHING #2 - TITLE T	5
DATE:	5
•	5
•	5
•	5

Update Table of Contents

Word is updating the table of contents. Select one of the following options:

Update page numbers only

Update entire table

Cancel OK



Tel: (415) 453 5050
info@learnaslead.com
www.learnaslead.com