



CoachMaster
Developing coaches
through technology.

CoachMaster®

Course On Coaching

Week one



Notes

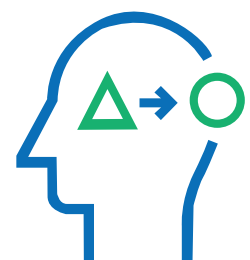


What is coaching?

The International Coach Federation defines coaching as 'partnering with clients in a thought-provoking and creative process that inspires them to maximise their personal and professional potential.'

Which is all quite true but tells you very little about *how* to actually coach. Many people will have a picture of the coach in sport is the man or woman shouting instructions from the side-lines. When looking at life or business coaching as against sports coaching this picture is not very realistic. Often coaches will not offer any advice that all. This can be a bit of a shock to some people who want to learn to coach.

The biggest shift most people have to make in their underlying ideas about coaching is to move from the idea of *'I have to help/inspire/do something for this person'* to *help them achieve their goals* to *'my role is to help the person come up with their own solutions'*.





Welcome!

Welcome to the 6-week course on learning how to coach using CoachMaster® training software.



Bob Griffiths

I am Bob Griffiths a coach and facilitator based in the UK. Many years ago I had a vision about making quality coaching available everywhere to anyone who needed it and at a price they could afford. This course and making the basic version of the software available for free represent my first steps to making that vision a reality. I want to demystify coaching for you so that you are ready to start running sessions and contributing to others as soon as possible.

What is different about this course?



There are many online courses you can take to learn coaching skills. However we offer is the chance to learn basic coaching skills using our unique coaching software known as CoachMaster which guides you in your first coaching sessions.

You may have done some coaching courses before. If so excuse me if I am telling you things that you know already or find blindly obvious. But many people coming to this programme will never have coached before so I want to make sure we cover the basics.





In the second idea there is the belief or understanding that the client can come up with their own solutions – if they are helped to change the way they are thinking about their problem/issue or challenge. This is a big leap for many potential coaches who believe that the job of a coach is to direct or advise in some way. All coaches at some stage have to take the 'leap of faith' from the advice giving model to 'If I just follow a reliable process and stay in relationship with the client then they will find their own way through'.

We have a philosophy of coaching that it is a combination of relationship and process. You need both parts to be an effective coach and if you develop both of them well you will become an expert coach. Here is the equation we will be following in the course.

The art of coaching = Building a good Relationship + Following an effective Process + Lots of Practise



In this first lesson we are going to cover the basics of building a good relationship with the client and learning one coaching process.

The relationship is about have the client trust you to have their best interests in hand and the process is the steps that guide you through the coaching. The practise is supported by the course and the software.

Lets dive in to what we are going to learn.





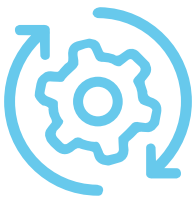
<i>Relationship</i>	<i>Process</i>
<i>Week 1</i>	<i>Week 1</i>
How to create the basis for a coaching interaction	Introduction to the GROW model
Contracting – understanding and explaining to a client the basis for coaching – please read Appendix 1	Watch the video on GROW at https://www.youtube.com/watch?v=-1Pelj4NiH8&t=245s
	Learn the steps of a coaching model. In this first stage we will use the GROW coaching model. We have a specific version of GROW with stands for:
	Goal
	Reality
	Obstacles
	Options
	Way forward.
	(Yes I know it should actually be GROOW but that is a lot less neat)
	Now set up a coaching session using CoachMaster and familiarise yourself with the questions in the Grow model. See instructions at http: https://thecoachmasternetwork.com/resources



Appendix 1

An important part of establishing a great partnership with a client is learning how to contract with the client about the roles and responsibilities of each person. A clear contract lays the foundation for an effective working partnership and avoids assumptions, misunderstanding, confusion and wasted time. That is why it is essential to invest time at the outset to clarify expectations even if both parties are tempted to jump into addressing specific issues.

The sort of areas you need to cover with a contract include:



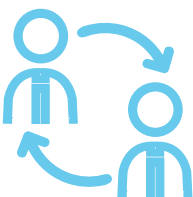
1. Procedure

When the coaching takes place, when, how often, then for what length of time, arrangements for cancellation, fees, etc



2. Professional roles and responsibilities

Clarifying the purpose, confidentiality, specific goals that the client wants to work on, the coaches background, how and when you will review and evaluate your work together.



3. Personal

How the coach and client will interact with each other, what does each party want from each other, what if they do not agree?

If you would like a specific example of a client contract you can use directly why not join our subscription service where this form and many others will be available any time you want them.

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