



Coaching is a 1:1 method of facilitation to improve and enhance skills, performance, and career development through exploration of issues, goal-setting, and action-planning.

You have requested coaching because you have identified a genuine need to work with a coach. The following information will help you to make the best of your coaching relationship.

About you. Please ...

Work regularly with your coach; your help in keeping coaching appointments is important

Prepare for each coaching session in order to make the best use of your time with your coach

Ensure you choose the best **venue** for your meeting; be aware of the potential for noise/distraction in a public place, and the level of privacy you require

Acknowledge your **emotions and feelings**; allow your coach to support you through issues

Remember that your coach is there to help you grow; be open to the **questions** they ask you

Make **reflection** part of your coaching experience—you can find some tools on the [Leadership and Management Academy \(LMA\) Hub](#) to help you record your thoughts

Take your **learning** into the workplace: perhaps through a changed behaviour others can see, or by creating a development plan to record your goals and action planning

Remember that coaching is a 1:1 helping process, but a 2-way **communication** opportunity—tell your coach what you want to discuss, and give them feedback.

About your coach ...

All coaches in the Internal Coach Pool adhere to the University's Code of Conduct for Coaches and Mentors, and will maintain the **confidentiality** of your relationship

Your coach will ask you to sign a **coaching agreement** which will establish how and when you will work together

Your coach will ask you to provide **feedback** on the coaching you have received – completing this will help to quality assure the coaching we can offer; your responses will be shared only between you, your coach and the Leadership and Management Team

If your coach is training towards **qualification**, please bear with them as they develop their practice.

If you have any questions about your coaching, please contact [Christine Wilkinson](#) in the Leadership and Management Team