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| **LEVINE STRATEGIES Six Month Program (Winter 2018)** | | | | |
| Coaching Element (CAAACS) | Session # | Coaching Objective(s) for session | Key Issues and Questions | Resources/Diagnostics |
| **Connection:** Developing rapport and the coaching alliance | **1** | Review coaching agreement and confidentiality policy.  Intake interview to identify potential areas of attention. | * What’s going on? * What makes you want coaching now? * How do you want to be coached? | Client Questionnaire  Values Exercise. |
| **Assessment**:Uncovering the current challenge, strengths, values, goals and areas for development | **2** | Review client questionnaire and values exercise. Identify client’s preliminary coaching objectives. | Coach “the who” and “the what.”   * What issues surfaced when you filled out the questionnaire? * Why is this important to you? * Where do you want to be in six months? A year? Five years? | MBTI Profile  “Who am I?” |
| **Articulation:** Visioning, exploring, "going deeper", and incorporating strengths into the coaching conversation | **3** | Review MBTI profile.  Identify key strengths and areas for development.  Define and secure commitment to client’s coaching objectives. | * What do you enjoy doing? * What are you good at? * How would others describe your strengths? * What achievements are you most proud of? Why? * What are your challenges? * What areas do you want to work on? * Why is this important to you? * Peak performance questions * Scaling questions – where are you now v. where do you want to be? | MBTI  Leading with Emotional Intelligence  Appreciative Inquiry approaches |
| **Action**: Converting visions and dreams into challenging and attainable goals  **Commitment:** Following through on action plans and development goals  **Support**: Providing encouragement and identifying resources to help clients achieve breakthrough performance and reach developmental milestones | **4 - 6** | Focused work on client’s coaching objectives.  Provide notes for each session, including homework assignments.  Listen with empathy, cheerlead and reinforce positive movement. Be present. Be available for On- the-Spot consultation.  Identify and applaud moments of insight. | Potential areas for attention:   * Career development/transition * Networking * Leadership skillbuilding * Organizational Culture * Strategic Appreciation * Change Management * Emotional Intelligence * Active Listening * Conflict Resolution/Critical conversations * Public Speaking * Strategic Planning * Managing Diversity * Mentoring and Being Mentored   (Peer Mentoring)   * Work-Life Balance * Stress Reduction/Mindfulness | * For Your Improvement * Homework assignments * Selected readings * Websites * Exercises |

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