

# COACHING ESSENTIALS

# VIRTUAL LEARNING DESIGN

## VIRTUAL SESSION 1

DURATION	SECTION	KEY CONTENT
15 min.	<b>LAUNCH</b> (Prewrite)	Participants view a live-action video teaser and complete the Coaching Checklist and Coaching in the Workplace worksheet.
14 min.	<b>Welcome</b>	Welcome participants and outline the value of the coaching process and skills to create more effective conversations.
25 min.	<b>Natural Tendencies</b>	Explore the natural tendencies or habits we all have as we interact with direct reports and others at work.
20 min.	<b>What Coaching Is— Definition and Metaphors</b>	Provide deeper exploration for how coaching is a deliberate process using focused conversations to create an environment that results in accelerated performance and development.
5 min.	<b>Break</b>	
7 min.	<b>Coaching Mindset Check</b>	Review differences between formal and informal coaching; remind people to coach in the time they have.
14 min.	<b>Moving Forward with the Coaching Process</b>	Introduce the key parts of the Coaching Process and highlight how the coaching process gives structure to conversations.
31 min.	<b>Coaching Process Practice</b>	Participants use the Coaching Conversations Guide to plan and practice the Coaching Process with a learning partner.
4 min.	<b>Next Steps and Close</b>	Review the assignments participants need to complete during the break between Sessions 1 and 2.

## VIRTUAL SESSION 2

DURATION	SECTION	KEY CONTENT
12 min.	Welcome and Reconnect	Welcome participants to the second virtual session of Coaching Essentials. Briefly review the learning map and ask participants to share how they are accessing the materials.
37 min.	Essential Skill— Listen to Learn	Explore the first of the four essential skills that support the Coaching process.
5 min.	Break	
14 min.	Listen to Learn Skill Practice	Conduct a paired breakout to complete the Listen to Learn Skill Practice.
19 min.	Essential Skill— Inquire for Insight	Explore the second of the four essential skills that support the Coaching process.
29 min.	Inquire for Insight Skill Practice	Conduct a paired breakout to complete the Inquire for Insight Skill Practice.
4 min.	Next Steps and Close	Review the My Coaching Vision assignment participants need to complete during the break between Sessions 2 and 3.

## VIRTUAL SESSION 3

DURATION	SECTION	KEY CONTENT
8 min.	Welcome and Reconnect	Welcome participants to the third virtual session of Coaching Essentials. Briefly review the learning map.
15 min.	Essential Skill— Tell <i>Your Truth</i>	Explore the third of the four essential skills that support the Coaching process.
26 min.	Tell <i>Your Truth</i> Skill Practice	Conduct a paired breakout to practice the skill of Tell Your Truth.
16 min.	Essential Skill— Express Confidence	Explore the fourth of the four essential skills that support the Coaching process.
5 min.	Break	
20 min.	Linking the Coaching Process and Skillset	Show how to bring all the Essential Skills together while practicing the Coaching Process.
21 min.	Launch into Coaching	Prepare for planning and practicing a real coaching conversation using the Coaching Conversation Guide.
9 min.	Honorable Close	Help leaders create intentions and actions to guide future behavior.
3 hours.	MASTER (Post-workshop)	A six-step follow-on program that guides learners on how to integrate their new skills back on the job.