Conditions for effective coaching and mentoring

Thinking about your role:

|  |  |
| --- | --- |
| How often will you meet? |  |
| When is the best time to meet? |  |
| Where is the best place to meet? |  |
| How long should you spend together? |  |
| What are you going to discuss in your meeting? |  |

Agreement

This agreement is between

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (apprentice)

and;

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (coach/ mentor)

We are both voluntarily entering into this partnership. We wish this to be a rewarding experience to meet our goal.

We agree that…

1. The relationship will last for \_\_\_ weeks commencing on \_\_\_\_\_\_.

1. We will meet daily/ weekly/ monthly (delete as applicable) on the following days/ dates:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Meeting times, once agreed, should not be cancelled unless this is unavoidable. At the end of each meeting we will agree a date for the next meeting.
2. Each meeting will last a minimum of ­­­­­­­­­ \_\_\_\_ minutes and a maximum of \_\_\_ minutes.
3. The aim of the partnership is to meet the following objectives:
4. We agree that the role of the coach/ coach/ mentor is to:

* Explore issues pertaining to the person in order to meet the agreed objectives.
* Encourage the apprentice to reflect on skills and performance
* Provide constructive feedback and encourage the apprentice to move towards the agreed objectives.

1. We agree that the role of the apprentice is to:

* Be open to discussions in order to meet the agreed objectives
* Reflect on their skills and performance in order to meet the agreed objectives.
* Participate in activities to challenge assumptions.

1. We agree to keep the content of these meetings confidential.

Signature (Recipient): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date \_\_\_\_\_\_\_\_\_\_\_\_

Signature (Coach/ mentor): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date \_\_\_\_\_\_\_\_\_\_\_\_

**Conducting Coaching/ mentoring Meetings**

Below are 20 statements to consider. Place a tick in the appropriate box according to whether you agree or disagree.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Agree  √ | Disagree  √ |
| 1. | In meetings, the coach/ mentor should always be ‘in the chair’ controlling the process. |  |  |
| 2. | The coach/ mentor should be the one asking the questions |  |  |
| 3. | The apprentice should be the one asking the questions. |  |  |
| 4. | The coach/ mentor is the person who must ensure the conversation keeps on track. |  |  |
| 5. | They should both always stick to the subject in hand |  |  |
| 6. | There is no place for ‘social’ chat in coach/ mentoring meetings |  |  |
| 7. | Any conflict between the two should be aired and addressed. |  |  |
| 8. | The process ‘ground rules’ should always be agreed beforehand. |  |  |
| 9. | The reasons for something are not as important as getting action. |  |  |
| 10. | Nodding can be taken to indicate agreement |  |  |
| 11. | Both parties should always know the agenda beforehand |  |  |
| 12. | An action plan should always be written up and distributed by the apprentice. |  |  |
| 13. | Time allowance for each part of the meeting should be specified and adhered to. |  |  |
| 14. | Once the agenda is completed, the meeting should end |  |  |
| 15. | Both parties should agree a finishing time for the meeting prior to the start. |  |  |
| 16. | It is important for the coach/ mentor to summarise the meeting at the end |  |  |
| 17. | A date for the next meeting should always be agreed before leaving. |  |  |
| 18. | The meeting should always be on neutral ground |  |  |
| 19. | A line manager should always receive a copy of the agenda and the action plan |  |  |
| 20. | If the coach/ mentor encounters a problem with the apprentice, he/she should inform the line manager |  |  |