



Learning Activity 11–4: Coaching Session Dos and Don'ts

OBJECTIVE

The objective of this learning activity is to

- ♦ create a list of dos and don'ts for coaching sessions.



MATERIALS

For this activity, you will need

- ♦ Training Instrument 12–3: Coaching Skills, one copy for each learner
- ♦ Tool 12–1: Coaching Notes, one copy for each learner.

TIME

- ♦ 20 minutes

INSTRUCTIONS

1. Divide the class into four groups.
2. Assign each group one of the scenarios on Training Instrument 12–4.
3. Give them 10 minutes to come up with a list of dos and don'ts for this particular session. They can get ideas from their personal experiences and by using Tool 12–1. Have them create their list on a flipchart page.
4. Each group will present its list and discussion points while the rest of the class takes notes, using the space on Training Instrument 12–4.
5. After the exercise, conduct a debriefing discussion, using the following questions.

DISCUSSION QUESTIONS FOR DEBRIEFING

- ♦ Do you have any recommendations to add to these lists?
- ♦ What do you think are the biggest downfalls of coaching in the workplace?
- ♦ What is something you will use from these lists?