Discovery session notes and reflections

Introduction (my points)

- Explain what the goal of a discovery session is.
  To check that we are a good fit for each other, that I'm the right coach for you, and you're the right person for me to coach. And to check that coaching is the right thing for you with the question you're bringing here today.
- Before we begin, turn off phones/online notifications, to remove distractions. Thanks for turning up on time. Acknowledge might need to unwind a little before we start. We will end promptly.
- What am I qualified to do? Apprentice, so please bear with me as I learn. There are qualified coaches at our organization who you could sign up with, so if you would feel more comfortable using them, please do so. I can show you how to sign up for that. I'm doing my apprenticeship because I am interested in how to help people reach their potential and make the most of opportunities before them. I enjoy helping people to grow and learn and I thought this was a great way to learn the skills to do that well.

- Confidentiality, this is a safe space, no reporting back to your manager or anyone in the organisation (unless harms to self or others).
- I will take notes.
- In future meetings I will ask if I can transcribe the sessions.
- Give permission to say no at the end of this session.

What coaching is (and isnt')

- Have you had coaching before?
- What do you understand to be the difference between coaching versus mentoring and therapy?
    - *Coaching is not therapy – in this we set goals and work towards them. Some of the convos may touch on things that are covered in therapy, but we use those conversations to find the path forward. Not mentoring – I won't teach you, or give you advice. Rather, I'm here to facilitate as you make your own decisions and draw your own conclusions.*
- Explain the general format or process of a coaching session (my style or the specific model to be used)
- Non-directive, non-judgemental.
- Goals-oriented, exploration in a safe environment.
- You are at the centre of this, it's your time to really explore your goals and how you might get there. I'm just facilitating your thinking.

Discovery questions – options:

How are you feeling about the idea of having coaching?

- What's going through your mind, what are you feeling, as you think about starting a coaching relationship?
- What were your thoughts & feelings leading up to this meeting?

Tell me about yourself – life journey. What brought you here today?

What's the main objective for you?
Tell me more about that. Why is that an objective for you? Where have you got to in your thinking about this issue so far? Why now?

Start with the end in mind…

What would an effective development journey be like for you?
If we decide to work together and it's a really effective developmental journey for you:

- How would you know?
- What would you be feeling that would confirm it had been worthwhile for you?
- What would *other* people notice about you – as a colleague/as a leader/in role – how would others experience you differently?

How committed are you to achieving this goal (1-10)?

"Measures of progress (milestone outcomes) and desired outcomes or results sought for the coaching engagement."

Closing questions (last 5-10 minutes)

How do you want to receive feedback?

What do you expect from me in our relationship? Are you okay with me providing some challenge during our sessions?

What can I expect of you in our relationship?

This is your opportunity to ask me any questions you might have

Summary and next steps

- Practicalities – no of sessions, length, frequency, (your responsibility) homework between sessions. F2f or online?
- Take time to reflect, consider other coaches or whether coaching is the right thing to do.
- If you would like to continue, I will send you a contract to read before our first coaching session, and we will spend the first part of the session talking over the terms and any questions you have for me. This is our contract and it's important that you are happy with it. It's not set in stone, goals and terms can be re-agreed as we continue to work together.
- Please sign up through the internal forms, so that the organisation knows that this service has been offered.
- Record future sessions (if carried out online?)

Make notes here of commitments and frequency: