



3. Exercise and Worksheets

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Note: Make a copy of this exercise and worksheets in your google drive before filling in the text boxes.

3.1 Coaching Team Exercise

Purpose:

- ❖ Team members practice and feel comfortable using coaching within their team. Ensure everyone understands the difference between coaching and feedback.

Time: estimated 1 hour

1. Reflection on Leadership Challenge: reflect on something you would like to improve on, something you're stuck on, or an action you have done recently. It can be anything, but if you have examples from things you've done with Y4CA that would be ideal.
 - a. *Examples:* I recently gave a presentation but I didn't get the grade I wanted; I did this canvas recently but I didn't get many signatures.

Fill in yours here:

(5 - 10 mins)

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2. Practice Coaching: Get into groups of three people and practice coaching.
 - a. Decide who will be the coach, coachee, and observer for the first round.
 - b. The coachee describes the leadership challenge they are facing and receives coaching from the coach. The coach asks questions and paraphrases only. The observer uses the worksheet on the next page as a guide. (5 - 10 mins)
 - c. In your group of three, debrief the first round. (5 mins)
 - i. Coach and coachee: how was this coaching process different from giving advice or providing someone with all the answers?
 - ii. Observer: What did the coach do well and what could be improved?
 - d. Repeat with each person having a chance to coach. (15 mins each)

3. Rejoin the larger group and debrief

(5 mins)

3.2 Observer Worksheet

Use this worksheet to record your observations, diagnosis and the type of intervention/ questions you would use as a coach during the team exercise.

Problem they are having:

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Steps they could change to fix it:

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Area of Coaching:	Questions asked by coach:	Questions you would ask:
Exploring Purpose <i>Examples:</i> Why is this issue important to you? Why do you want to fix this problem?		
Seeking clarification/ further information <i>Examples:</i> Can you say more about that? Why do you think that		

is?		
Confirming Understanding <i>Examples:</i> <i>So what I'm hearing is... would you agree that that's correct?</i> <i>So I'm hearing two things here: one is A and two is B.</i>		
Brainstorming solutions <i>Examples:</i> <i>What would it take to get there?</i> <i>What ideas do you have that you haven't tried yet?</i> <i>Have you thought about doing this?</i>		
Identifying Resources <i>Examples:</i> <i>What do you need in order to be able to do that?</i> <i>How could you find out more about that?</i>		
Setting a timeline <i>Examples:</i> <i>So when do you plan on doing that?</i> <i>When can we plan on doing that?</i>		
Assessing Efficacy		

Examples: What do you think you did well? What would you do differently?		
Other		

3.3 Personal Coaching Worksheet

Use these questions to help you reflect on your own skills and to help provide feedback to others on their coaching skills.

When you are the coach:	
How did you manage the conversation? What worked?	
What could you do differently to elicit more details? What would you change for next time?	
How did you facilitate the coachee's learning?	
What are your key takeaways?	

When you are the coachee:

What did you find most useful for your own learning? Why?	
What helped you get more specific or clear on your project?	
What would have been useful? Why?	
What are your key takeaways?	