



# Planning For Capacity-Building Mentor Coaching

Thoughtful planning can help a coaching conversation achieve its purpose efficiently. Try using these planning steps to prepare to coach a colleague.

Collect data on coachee's alignment with Organizational expectations. Data can include:

- Observation
- Conversation
- Coaching log
- Record keeping

Analyze the Data and determine where the gaps in knowledge and practice are. How do the data align with:

- Evidence-based practices
- Policies and procedures
- Regulations
- Organizational priorities

Prioritize the list of coachable issues. Coaching priorities can be based on:

- Previous plan
- Biggest impact
- Foundational issues
- Organizational priorities
- Safety issues

Determine the goal for the coaching conversation.

- What do you want the coachee to learn from the conversation?
- What do you expect to change as a result of the conversation?

Identify key reflective questions and feedback. What questions will you use to:

- Better understand the issue?
- Help the coachee analyze the issue?
- Help the coachee brainstorm new ideas?
- Help the coachee analyze the options?
- Help the coachee get started making a joint plan?
- What information might you need to share?