



# 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?

