

Coach Responsibilities

Contra Costa County Local Government Leadership Academy
January 2021 through July 2021

ACTIVITY	DESCRIPTION
<u>Volunteer</u>	<ul style="list-style-type: none"> Recommit to coach Academy participant Re-familiarize yourself with Coach Responsibilities (this document)
<u>Always</u>	<ul style="list-style-type: none"> Maintain confidentiality Listen actively Ask clarifying, thought-provoking questions
<u>Attend Orientation</u> (1 hour)	<ul style="list-style-type: none"> Attend virtual Coaching Refresh session via Zoom on 2/1 at 3:00 p.m. At orientation/refresh, reacquaint yourself with the value & steps of coaching
<u>First Meeting (By 3/11/21)</u> Informational Interview (Coachee will schedule & lead)	<ul style="list-style-type: none"> Consider exchanging resumes in advance of the meeting Allow coachee to lead the conversation Share your career journey, learnings, turning points Get to know your coachee <p><i>If this was done earlier in the year, do it again to refresh</i></p>
<u>Second Meeting</u> (By 4/8/21) Career Development Conversation #1 (Coach leads)	<ul style="list-style-type: none"> Lead a career development coaching conversation Follow the seven steps in the handout "Becoming a Great Coach!" (provided at Coaching Orientation on 01/30/20)
<u>Third Meeting</u> (By 6/10/21) Career Development Conversation #2 (Coach leads)	<ul style="list-style-type: none"> Pick-up career development conversation from where it left off Check in on any action items to which coachee committed Ask coachee whether last conversation prompted other ideas or desired actions
<u>Optional but encouraged</u>	<ul style="list-style-type: none"> Invite coachee to attend a professional meeting that they wouldn't normally have access to; debrief the experience
<u>Attend Graduation</u> (July 8, 2021 - may change based on feasibility of in-person meeting)	<ul style="list-style-type: none"> Attend one-hour inspiring ceremony to honor your coachee Celebrate the value of LEADERSHIP in the Public Sector
<u>Fourth Meeting</u> (By 7/29/21)	<ul style="list-style-type: none"> Discuss how to leverage the Academy experience to secure additional leadership opportunities Decide on any ongoing coaching relationship