

Coach Responsibilities

Contra Costa County Local Government Leadership Academy
January 2022 through July 2022

ACTIVITY	DESCRIPTION
Volunteer	<ul style="list-style-type: none"> • Volunteer to coach Academy participant (by 9/24/21) • Familiarize yourself with Coach Responsibilities (this document)
Always	<ul style="list-style-type: none"> • Maintain confidentiality • Express genuine desire to connect with the coachee • Maintain transparency • Listen actively / be fully present • Insure coachee feels secure and comfortable when talking about difficult topics • Ask clarifying, thought-provoking questions • Keep your commitments
Attend Orientation (On 12/8/21) (1 hour)	<ul style="list-style-type: none"> • Attend the mandatory virtual orientation session • At orientation, reacquaint yourself with the value & steps of coaching (found in the "F.U.E.L.: A Coaching Framework" handout) • Prior to the orientation, view ICMA's video on "Talent Catalyst Conversation: Watch Coaching in Action" https://icma.org/coaching-resources-faqs (est. 40 mins.)
First Meeting (By 3/10/22) Informational Interview Lead: Coachee	<ul style="list-style-type: none"> • Consider exchanging resumes prior to the meeting • Allow coachee to lead the conversation • Set ground rules for coaching relationship • Share your career journey, learnings, turning points • Get to know your coachee
Second Meeting (By 4/14/22) Initial Development Conversation / Understand the Current State Lead: Coach	<ul style="list-style-type: none"> • Lead a career development coaching conversation • Follow the steps in the handout "F.U.E.L.: A Coaching Framework" (provided at Coaching Orientation)
Third Meeting (By 6/9/22) Follow-up Development Conversation / Laying Out a Success Plan Lead: Coach	<ul style="list-style-type: none"> • Ask coachee whether last conversation prompted other ideas or desired actions • Help coachee gain clarity about action step(s) to promote career development • Provide support and resources • Help coachee explore how to use Academy experiences and insights
Optional (but strongly encouraged) Lead: Coach	<ul style="list-style-type: none"> • Invite coachee to attend a professional meeting that they wouldn't normally have access to; debrief the experience
Attend Graduation (On 7/14/22)	<ul style="list-style-type: none"> • Attend one-hour ceremony to honor your coachee • Celebrate the value of leadership in the public sector
Fourth Meeting (By 7/27/22) Post-Graduation Conversation / Follow-up and Accountability Lead: Coach	<ul style="list-style-type: none"> • Check in on any action items to which coachee committed • Discuss how to leverage the Academy experience to secure additional leadership opportunities • Decide on any ongoing coaching relationship
Attend Coach Debrief (On 7/28/22)	<ul style="list-style-type: none"> • Attend virtual coach debrief session • Provide Academy Directors with feedback