

# Coach Responsibilities

Contra Costa County Local Government Leadership Academy  
October 2023 through April 2024

ACTIVITY	DESCRIPTION
<b>Volunteer</b>	<ul style="list-style-type: none"> <li>• Volunteer to coach Academy participant (<b>by 9/15/23</b>)</li> <li>• Familiarize yourself with Coach Responsibilities (this document)</li> </ul>
<b>Always</b>	<ul style="list-style-type: none"> <li>• Maintain confidentiality</li> <li>• Express genuine desire to connect with the coachee</li> <li>• Maintain transparency</li> <li>• Listen actively / be fully present</li> <li>• Ensure coachee feels secure and comfortable when talking about difficult topics</li> <li>• Ask clarifying, thought-provoking questions</li> <li>• Keep your commitments</li> </ul>
<b>Attend Virtual Orientation</b> (1 hour virtual) Either 10/19/23 @ 2:30 p.m. OR 10/23/23 @ 10 a.m.	<ul style="list-style-type: none"> <li>• Attend the mandatory virtual orientation session</li> <li>• At orientation, reacquaint yourself with the value &amp; steps of coaching (found in the "F.U.E.L.: A Coaching Framework" handout)</li> <li>• Prior to the orientation, view ICMA's video on "Talent Catalyst Conversation: Watch Coaching in Action" <a href="https://icma.org/coaching-resources-faqs">https://icma.org/coaching-resources-faqs</a> (est. 40 mins.)</li> </ul>
<b>First Meeting</b> (By 12/13/23) Informational Interview Lead: Coachee	<ul style="list-style-type: none"> <li>• Consider exchanging resumes prior to the meeting</li> <li>• Allow coachee to lead the conversation</li> <li>• Set ground rules for coaching relationship</li> <li>• Share your career journey, learnings, turning points</li> <li>• Get to know your coachee</li> </ul>
<b>Second Meeting</b> (By 2/7/24) Initial Development Conversation / Understanding the Current State Lead: Coach	<ul style="list-style-type: none"> <li>• Lead a career development coaching conversation</li> <li>• Follow the steps in the handout "F.U.E.L.: A Coaching Framework" (provided at Coaching Orientation)</li> </ul>
<b>Attend Mid-Academy Check-in</b> (less than 1 hour virtual) (2/15/24 @ 1 p.m.)	<ul style="list-style-type: none"> <li>• Attend the mid-Academy check in</li> <li>• Share how it's going with your coachee</li> <li>• Receive feedback from fellow coaches</li> </ul>
<b>Third Meeting</b> (By 4/10/24) Follow-up Development Conversation / Laying Out a Success Plan Lead: Coach	<ul style="list-style-type: none"> <li>• Ask coachee whether last conversation prompted other ideas or desired actions</li> <li>• Help coachee gain clarity about action step(s) to promote career development</li> <li>• Provide support and resources</li> <li>• Help coachee explore how to use Academy experiences and insights</li> </ul>
<b>Optional (but strongly encouraged)</b> Lead: Coach	<ul style="list-style-type: none"> <li>• Invite coachee to attend a professional meeting that they wouldn't normally have access to; debrief the experience</li> </ul>
<b>Attend Graduation</b> (On 4/11/24 @ 2 p.m. in Danville)	<ul style="list-style-type: none"> <li>• Attend one-hour ceremony to honor your coachee</li> <li>• Celebrate the value of leadership in the public sector</li> </ul>

<p><b>Fourth Meeting</b>          (By 4/24/24)          Post-Graduation Conversation / Follow-up and Accountability          Lead: Coach</p>	<ul style="list-style-type: none"> <li>• Check in on any action items to which coachee committed</li> <li>• Discuss how to leverage the Academy experience to secure additional leadership opportunities</li> <li>• Decide on any ongoing coaching relationship</li> </ul>
<p><b>Attend Coach Debrief</b>          (1 hour virtual)          (On 4/25/24 @ 11:30 am)</p>	<ul style="list-style-type: none"> <li>• Attend the Coaches Debrief session</li> <li>• Provide Academy Co-Directors feedback on the coaching experience and suggestions/ideas for enhancing or improving the coaching element</li> </ul>

