

Coach Responsibilities

Contra Costa County Local Government Leadership Academy
October 2024 through April 2025

ACTIVITY	DESCRIPTION
Volunteer	<ul style="list-style-type: none"> Volunteer to coach Academy participant (by 8/30/24) 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 Ensure coachee feels secure and comfortable when talking about difficult topics Ask clarifying, thought-provoking questions Keep your commitments
Attend Virtual Orientation (1 hour virtual) Either 9/25/24 @ 10 a.m. OR 10/17/24 @ 1 p.m.	<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 12/11/24) 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 2/12/25) Initial Development Conversation / Understanding 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)
Attend Mid-Academy Check-in (less than 1 hour virtual) (2/20/25 @ 10 a.m.)	<ul style="list-style-type: none"> Attend the mid-Academy check in Share how it's going with your coachee Receive feedback from fellow coaches
Third Meeting (By 4/1/25) 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 4/2/25 @ 2 p.m. in Martinez)	<ul style="list-style-type: none"> Attend one-hour ceremony to honor your coachee Celebrate the value of leadership in the public sector

<p>Fourth Meeting (By 4/29/25) Post-Graduation Conversation / Follow-up and Accountability Lead: Coach</p>	<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
<p>Attend Coach Debrief (1 hour virtual) (On 4/30/25 @ 3 p.m.)</p>	<ul style="list-style-type: none"> • Attend the Coaches Debrief session • Provide Academy Co-Directors feedback on the coaching experience and suggestions/ideas for enhancing or improving the coaching element

