

# Coach Responsibilities

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

ACTIVITY	DESCRIPTION
<b>Volunteer</b>	<ul style="list-style-type: none"> <li>Volunteer to coach Academy participant (<b>by 8/30/24</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 9/25/24 @ 10 a.m. OR 10/24/24 @ 3 p.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 12/11/24) 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 2/12/25) 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) (2/20/25 @ 10 a.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 4/1/25) 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 4/2/25 @ 2 p.m. in Martinez)	<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>

**Fourth Meeting**

(By 4/29/25)

Post-Graduation Conversation / Follow-up and Accountability

Lead: Coach

- 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**

(1 hour virtual)

(On 4/30/25 @ 3 p.m.)

- Attend the Coaches Debrief session
- Provide Academy Co-Directors feedback on the coaching experience and suggestions/ideas for enhancing or improving the coaching element

