

Coach Responsibilities

Contra Costa County Local Government Leadership Academy
January 2020 through July 2020

| ACTIVITY | DESCRIPTION |
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| <u>Volunteer</u> | <ul style="list-style-type: none"> • Volunteer to coach Academy participant (By 12/6/19) • 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> (90 minutes) | <ul style="list-style-type: none"> • Sign-Up for one of two Coaching Orientation sessions 10:30 am or 1 pm on 01/13/20 at Walnut Creek City Hall • At orientation, reacquaint yourself with the value & steps of coaching |
| <u>First Meeting</u> (By 3/19/20) 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 |
| <u>Second Meeting</u> (By 4/16/20) 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 6/11/20) 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> (7/16/20) at 2 pm in Walnut Creek City Council chambers | <ul style="list-style-type: none"> • Attend one-hour inspiring ceremony to honor your coachee • Celebrate the value of LEADERSHIP in the Public Sector <ul style="list-style-type: none"> • Discuss how to leverage the Academy experience to secure additional leadership opportunities • Decide on any ongoing coaching relationship |
| <u>Fourth Meeting</u> (By 7/31/20) | |