

READY TO COACH CHECKLIST

In less than five minutes, you can prepare yourself and your space to fully engage and partner with participants.

HOW CAN I PREPARE MY SPACE?

- Turn off your electronics, silence your cell and desk phone.
- Clear away any clutter in the room and on your desk.
- Create a comfortable place for the participant to sit.
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HOW CAN I GET INTO A FAMILY-CENTERED MINDSET?

- Take three deep breaths in and out.
- Think of two strengths you bring to the coaching session and two strengths the participant brings.
- Identify a phrase to support you such as, "I am ready to enter into an equal partnership with this participant," or "The participant is the expert and the coach guides the process."
- Spend a minute in self-reflection to explore whether you have any hidden biases (e.g., race, gender, or class stereotypes) that may impact the coaching conversation.
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HOW CAN I FOLLOW THROUGH?

- Take three deep breaths in and out.
- What do you need to follow up on?
- What was the best moment during the session?
- What coaching skills were helpful in this session?
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