Coaching Session Structure

*Objective of VMS Coaching Sessions:*

1. To provide the Supervisor with tools to reach their goals
2. To support Supervisors with resources to better assist the target population
3. To provide a professional coaching relationship to promote healthy interpersonal relationship with their staff

**Check in (Review Coachee’s mood and current situation)** how does the supervisor feel, what has happened since last coaching session, and where they are at the moment.  **Not intended to be the focus of the session but rather a guide to structure the course of the session.**

**Set the Goal or Outcome for the Session-** What are the supervisors’ desired outcome and/or goals

* How they know they have achieved what you wanted to accomplish?
* What will that look like or feel like (subjective or objective)?
* Where are they now regarding what they wanted to achieve?

**Check on assignment progress since last session** – what has the supervisor learned, what went well, what are some struggles, what could have been done differently?

## **Coach the Supervisor-** role play, provide strategies, and coach through the problem if any

* What changes or differences might you or your staff benefit from?
* How will you hold yourself accountable to the goal(s) you set today?
* How I can I partner with you to enhance your accountability?

## **Identify and Commit to Action-** the Supervisor chooses “Next Steps” that he/she will commit to

## What might get in the way of accomplishing this?

* How will you support your commitment to this action?

## **Key Outcomes-** Supervisor summarizes actions, commitments and/or perspective shifts.

* What are your take-aways from this session?
* What was learned?
* How will this support you going forward?

**Ask/help Supervisor to set next Assignment** – Schedule next appointment and go over what the “Next Steps” and/or homework are before the next coaching session.

**Ask for feedback on coaching session.** The feedback is to better serve the supervisors and know if they are benefiting from our services.