

COACHING PROFESSIONAL GROWTH OBJECTIVE

Guidance for facilitators trained by Andy Buck in July 2022 and any line manager who opts to complete the coaching qualification as an objective for 2022-23.

You could use 'coaching' for any one of your objectives for 2022-23. It can be linked to any of the objectives in some of the following ways:

Impact on Trust	Links with the Evolution of Self pillar and 'Being reflective to be Effective'
Impact on Others	Links to: <ul style="list-style-type: none"> Supporting members of staff to Be their Best Self Growing Great Leaders Helping staff with their pedagogy and/or practice
Impact on Self	Links to strengthening you personally as an effective coach, one who can confidently help others to be reflective to be effective. Engaging in the programme will help you to develop key coaching skills.

How you might structure this objective depending on the 'Impact' objective that will be attributed to Coaching (please agree this with your Line Manager):

Suggested objectives (please shape in to your own)

Please see [Objectives Bank](#) (if prompted, password is PG2021!) for other ways in which you could bespoke these for you.

Impact on Trust	<p>Objective: To develop my understanding of the BASIC coaching model...</p> <p>Suggested Success Criteria: ..through completing the BASIC reflective journal in order to roll out the coaching programme as part of the Trust's 'Being reflective to be' agenda ..through improving my knowledge and understanding of coaching techniques (using Andy Buck's reading materials) in order to facilitate the training of colleagues ..through becoming accredited as a BASIC coach in order to drive the 'Be Your Best' self agenda</p>
Impact on Others	<p>Objective: To deepen my knowledge of Andy Buck's BASIC coaching techniques:</p> <p>Suggested Success Criteria: ..through completing the BASIC reflective journal in order to empower members of my team to reflect effectively ..through improving my knowledge and understanding of coaching techniques (using Andy Buck's reading materials) in order increase the number of times I coach someone from X to X ..through becoming accredited as a BASIC coach in order to improve my team's/client's/staff member's success rate in the application of a skill from X to X</p>
Impact on Self	<p>Objective: To challenge my effectiveness in coaching:</p> <p>Suggested Success Criteria: ..through completing the BASIC reflective journal in order to embed new coaching behaviours in my approach to my role ..through improving my knowledge and understanding of coaching techniques (using Andy Buck's reading materials) in order to increase my confidence in delivering effective coaching from X to 10 ..through becoming accredited as a BASIC coach in order to be able to confidently explain the BASIC model/ the BASIC model's context to X member of staff</p>



THE REFLECTIVE JOURNAL

This is the programme that anyone doing this objective will complete. It is self-led, but Thinking Horizons will launch it, provide suggested timescales, offer CPD and accredit you once you have completed this journal.

Introduction

Welcome to the BASIC Coaching Method Learning and Development Programme!

This Reflective Journal serves three purposes:

- It offers you the opportunity to reflect on the content of the BASIC book, training and the five online videos that you have been given access to.
- It gives you a chance to record your thoughts on four coaching conversations that you have undertaken.
- It provides evidence as part of your submission for the BASIC Coaching Method qualification.

How the programme works

It's really straightforward. You just need to use this Reflective Journal as your guide. As you work your way through it, just complete the tasks indicated. These include:

- watching a video;
- reading chapters of the book;
- carrying out a coaching conversation;
- completing a follow-up reflection task.

The BASIC Coaching Skills Qualification

To gain your coaching qualification you need to submit two pieces of evidence.

Your completed BASIC Reflective Journal

The only stipulation here is that you have completed every section of this Reflective Journal within the word-count guidelines given, and in doing so have demonstrated that you have completed four coaching conversations, reflecting each time on your strengths and potential areas for growth.

Video of you coaching

- Towards the end of the programme, you will also need to film yourself conducting a coaching conversation with someone.
- Don't be put off by this! It is just a really simple and practical way that we can make sure that we are only awarding the BASIC Coaching Skills Certificate to people that demonstrate they understand the Method in practice.

Submitting your evidence

Once you have completed every section of the Reflective Journal, you just need to email it to your trainer along with your video. Most videos are too large to send via email, so we recommend using www.wetransfer.com to send it.

Your coaching video

- Your video should feature *both* participants, ensuring that each can be clearly seen and heard.
- Please make sure you have the permission of the person you are coaching that it is OK to share the video for this purpose.
- You can be assured that ALL videos are confidential and will only be viewed by your trainer or member of the BASIC Coaching assessor team for the purpose of qualification.
- There is no stipulation about how long the video needs to be, but it does need to be long enough to show you meet the assessment criteria.
- If you submit a long video and are unable to edit it, you may wish to mention the timings of the section that you think best illustrates the BASIC Coaching Method in practice.
- You do not necessarily need to cover ALL of the five BASIC Steps in the video you submit.
- Nor does your video necessarily show you using BASIC Feedback if that is not the context for your conversation.

Assessment criteria

You need to demonstrate through your Reflective Journal and coaching video that you meet ALL the criteria below in order to be awarded the BASIC Coaching Skills Qualification.

As a coach, you are able to:

- (i) Foster a strong relationship with a coachee through building trust, remaining curious, showing empathy and staying positive.
- (ii) Structure a coaching conversation effectively, using the BASIC Steps model to assist with this.
- (iii) Ask effective questions that are well-framed.
- (iv) Listen actively and use playback as a way to check for understanding and prompt further thinking.
- (vi) Offer feedback in a way that gives a coachee ownership of their areas for growth and leaves them with practical next steps, using a mentoring approach only when needed.

Your Reflective Journal

Your name

Type here

Your email

Type here

Date you started the programme

Type here



BASIC TASK 1

Watch videos 1 and 2

BASIC Introduction

<https://www.dropbox.com/s/q2mk4wu6qq0wt53/1%20Introduction%20and%20Overview.m4v?dl=0>

BASIC Steps <https://www.dropbox.com/s/okk1s65jcn3pgr2/2%20BASIC%20Steps.m4v?dl=0>

Read the Introduction, BASIC Overview and Part A of the book

<https://www.dropbox.com/s/v1jt1uafw8ht91d/Text%20for%20BASIC%20qualification%20Section%2001.pdf?dl=0>

Using the BASIC Questions and BASIC Review prompts at the end of each chapter in the book to support you, **record** your reflections on the content covered in the box below.

There is absolutely no need to answer all the questions listed in the BASIC Review boxes. They are just there to prompt your own reflections.

Reflections on the content – what was particularly useful for you? (approximately 200 words)

Type here



BASIC COACHING REFLECTION 1

Now you have an overview of the five BASIC Steps, have a short coaching conversation of between 15-30 minutes in which you practise using the BASIC Steps to structure the conversation.

Remember this is a framework not a straitjacket – feel free to move backwards and forwards through the steps as needed.

Date the coaching conversation took place

Type here

Reflections on what went well in the coaching (approximately 150 words)

Type here

Reflections on what would make my coaching even more effective (approximately 50 words)

Type here



BASIC TASK 2

Watch video 3

BASIC Qualities

<https://www.dropbox.com/s/obr993uodgw3ekw/3%20BASIC%20Qualities.m4v?dl=0>

Read Part B of the book

<https://www.dropbox.com/s/96ax0jx71quywnd/Task%202.pdf?dl=0>

Using the BASIC Questions and BASIC Review prompts at the end of each chapter in the book to support you, **record** your reflections on the content covered in the box below.

There is absolutely no need to answer all the questions listed in the BASIC Review boxes. They are just there to prompt your own reflections.

Reflections on the content – what was particularly useful for you? (approximately 200 words)

Type here



BASIC COACHING REFLECTION 2

Have a short coaching conversation of between 15-30 minutes in which you practise using the BASIC Steps again but also think carefully about how you demonstrate the BASIC Qualities that will make your coaching even more effective.

You may find it helpful to just focus on one or two of the BASIC Qualities.

Date the coaching conversation took place

Type here

Reflections on what went well in the coaching (approximately 150 words)

Type here

Reflections on what would make my coaching even more effective (approximately 50 words)

Type here



BASIC TASK 3

Watch video 4

BASIC Habits

<https://www.dropbox.com/s/yxtrvc7imlydxyz/4%20BASIC%20Habits.m4v?dl=0>

Read Part C of the book

<https://www.dropbox.com/s/ur81tf6vurenved/Task%203.pdf?dl=0>

Using the BASIC Questions and BASIC Review prompts at the end of each chapter in the book to support you, **record** your reflections on the content covered in the box below.

There is absolutely no need to answer all the questions listed in the BASIC Review boxes. They are just there to prompt your own reflections.

Reflections on the content – what was particularly useful for you? (approximately 200 words)

Type here



BASIC COACHING REFLECTION 3

Have a short coaching conversation of between 15-30 minutes in which you practise using the BASIC Steps and the BASIC Qualities already covered but now also focus on incorporating the BASIC Habits that will make your coaching even more effective.

As before, you may find it helpful to just focus on one or two of the BASIC Habits.

Date the coaching conversation took place

Type here

Reflections on what went well in the coaching (approximately 150 words)

Type here

Reflections on what would make my coaching even more effective (approximately 50 words)

Type here



BASIC TASK 4

Watch video 5

BASIC Feedback

<https://www.dropbox.com/s/z0lh3vocn70i2lg/5%20BASIC%20Feedback.m4v?dl=0>

Read Part D of the book

<https://www.dropbox.com/s/6phv3lj1xt9sevg/Task%204.pdf?dl=0>

Using the BASIC Questions and BASIC Review prompts at the end of each chapter in the book to support you, **record** your reflections on the content covered in the box below.

There is absolutely no need to answer all the questions listed in the BASIC Review boxes. They are just there to prompt your own reflections.

Reflections on the content – what was particularly useful for you? (approximately 200 words)

Type here



BASIC COACHING REFLECTION 4

Have a short coaching conversation of between 15-30 minutes in which you practise using the BASIC Coaching Method as a way of helping someone reflect on an activity you have observed them carry out, identify an area of growth or development and coach/mentor them to draw up a plan of action.

Remember to 'mind your Ps and Qs' when you are giving feedback and don't forget to 'ask first' when you are helping your coachee come up with their plan of action.

Date the coaching conversation took place

Type here

Reflections on what went well in the coaching (approximately 150 words)

Type here

Reflections on what would make my coaching even more effective (approximately 50 words)

Type here