



Essential Coaching Skills for Staff Supervision

March 1st and 15th, 2024

Presenter: Alice Tilton

Agenda

SESSION 1

- ▶ Introductions
- ▶ Why coaching? Group brainstorm.
- ▶ Defining coaching
- ▶ Coaching Style
- ▶ Uncovering Assumptions
- ▶ **Skills Practice**

SESSION 2

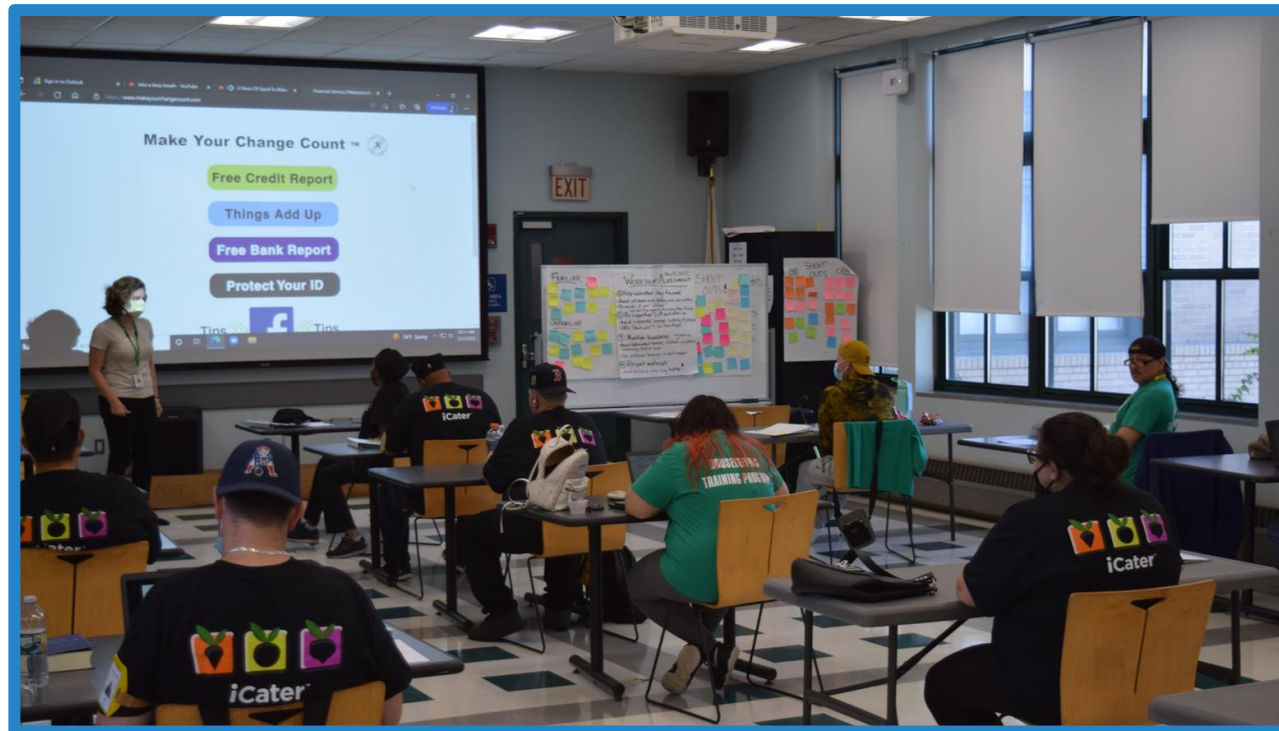
- ▶ Goal Setting
- ▶ Observations
- ▶ Tips for Giving Feedback
- ▶ Vision Statement

Format

- ▶ Highly participatory
- ▶ You might be called on but it's always okay to "pass"
- ▶ Cameras on (if on Zoom)
- ▶ Use of break-out rooms/small group discussion
- ▶ Focus on ideas/considerations. No "one size fits all" solutions.

About Alice

- ▶ Professional and educational background
- ▶ Personal background
- ▶ Values



First Literacy Professional Development Workshop

What to Share

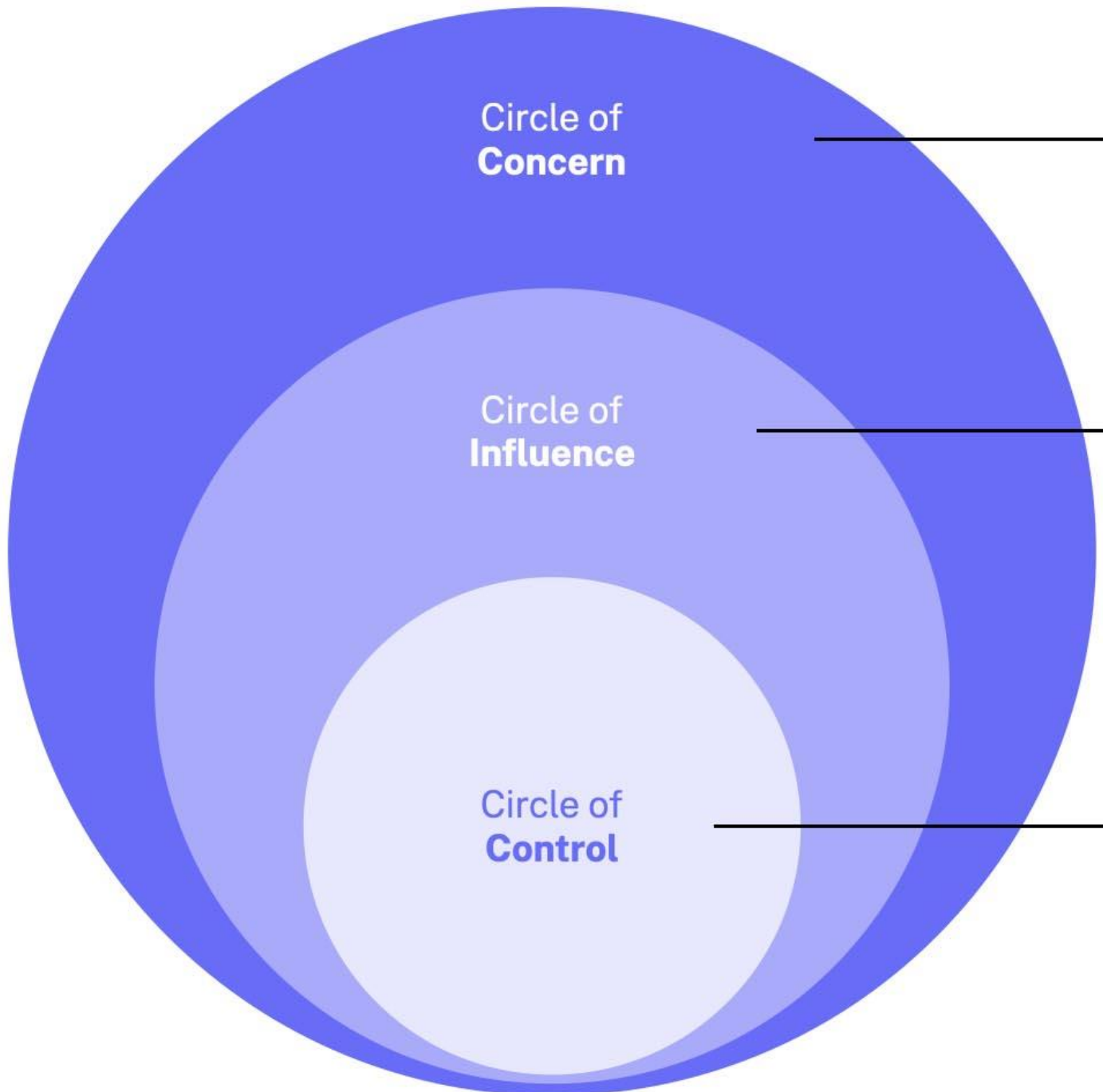
- ▶ Name and pronouns, if desired
- ▶ What organization you work with
- ▶ Share a time you gave or received good advice

Logistics

- ▶ Break into small groups/paid
- ▶ Introduce yourself, discuss the prompts
- ▶ Reconfigure into different groups
- ▶ Brief share-out with the large group

Why coaching?

- ▶ What is the difference in outcomes between a skilled teacher and a teacher with less developed skills?
- ▶ What are some concrete ways that a teacher's attitude affects their work with students?
- ▶ What are behaviors you see from your *MOST* motivated teachers?



Circle of
Concern

Wide range of concerns of which we have no control over the outcome

Circle of
Influence

The concerns we can do something about. We do not have control over the outcome, but can influence it with what we are able to control.

Circle of
Control

What we can directly control or impact through our thoughts, words, and actions.

Defining Coaching

- ▶ Management: expectations, structure and consequences
- ▶ Leadership: shared vision
- ▶ Training: transfer of knowledge
- ▶ Consulting: recommendations based on expertise
- ▶ Counseling: reframing the past

Coaching:

Developing a person through the process of rapport, assessment, feedback, planning, implementation, and evaluation (Coaching for Leaders)

Partnering with clients in a thought-provoking and creative process that inspires them to maximize their personal and professional potential. (International Coaching Federation)

Goal Setting
Reality
Obstacles/Options
Way Forward

-Coaching for Change

Coaching Style as a Combination of “Coaching Orientation” and Communication Style

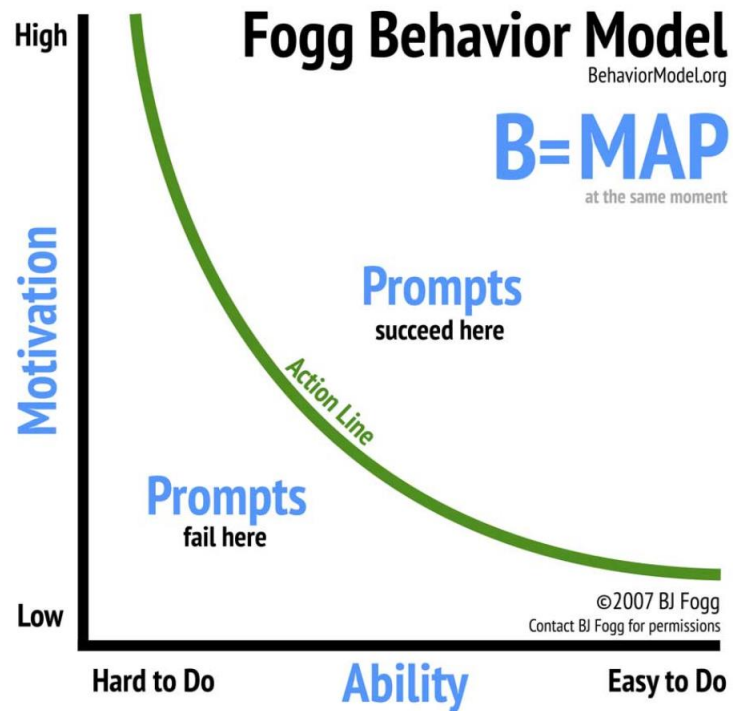
- ▶ Management: expectations, structure and consequences
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	Results-Oriented	Relationship-Oriented
Direct/Fast-Paced	Energizer	Systematizer
Indirect/Slow Paced	Innovator	Associator

Uncovering Assumptions

- ▶ When my direct reports don't come to me with their problems, it's because...
- ▶ Teachers become unmotivated because...
- ▶ If a staff member is slow to reply to emails, it's because...
- ▶ When someone is silent after I give them feedback, it's because...
- ▶ Adult education teachers and career counselors who have been in the field for a long time tend to...

Fogg Behavior Model



“The Fogg Behavior Model shows that **three elements must converge at the same moment for a behavior to occur: Motivation, Ability, and a Prompt.** When a behavior does not occur, at least one of those three elements is missing.”

<https://behaviormodel.org/>

Skills Practice!

Guidelines:

- Take space/make space
- Keep your eye on the time!
- The most important part is formulating your questions and statements

If "violent" means acting in ways that result in hurt or harm, then much of how we communicate could indeed be called "violent" communication.

Nonviolent COMMUNICATION

A Language of Life



**Words and the way we think matters.
Find common ground with anyone, anywhere,
at any time, both personally and professionally.**

MARSHALL B. ROSENBERG, PhD

Foreword by **Deepak Chopra**

Endorsed by Satya Nadella, Arun Gandhi, Tony Robbins,
Marianne Williamson, John Gray, Jack Canfield, Dr. Thomas Gordon, and others

TENTH ANNIVERSARY EDITION

THE ESSENTIAL HR HANDBOOK



**A QUICK AND HANDY RESOURCE FOR
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- ✓ Integrate Workplace Flexibility and Telework

SHARON ARMSTRONG and BARBARA MITCHELL



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Start with a Vision

Imagine walking into a classroom in 5 years. What do you want to see?

“A shared vision is not an idea. It is not even an important idea such as freedom. It is, rather, a force in people’s hearts, a force of impressive power...At its simplest level, a shared vision is the answer to the question, “What do we want to create?” Just as personal visions are pictures or images people carry in their heads and hearts, so too are shared visions pictures that people throughout an organization carry.”

— Peter M. Senge, **The Fifth Discipline: The Art and Practice of the Learning Organization**

The first feedback decision...

Should I give feedback on this issue?

- Major or minor issue?
- Is teacher aware or unaware?

Setting Expectations

- Expectation
- Example
- Empower

Be careful starting off with a positive!

S

Specific

Make your goal specific and narrow for more effective planning



M

Measurable

Make sure your goal and progress are measurable



A

Achievable

Make sure you can reasonably accomplish your goal within a certain time frame



R

Relevant

Your goal should align with your values and long-term objectives



T

Time-based

Set a realistic but ambitious end date to clarify task prioritization and increase motivation



Wrap-Up

Share your main takeaways OR next steps based on the content of the workshop suggestions from your fellow attendees.

Bibliography and Resources

Bennett, John L.; Bush, Mary Wayne (2013). *Coaching for change*. New York: Routledge. doi:10.4324/9780203140970. ISBN 9780415897815. OCLC 758394652.

Coaching for Leaders Podcast, Dave Stachowiak

Episode 9: How to Land Positive Feedback, October 17, 2011

Episode 10: The Way to Give Constructive Feedback, October 24, 2011

Episode 11: How to Create a Shared Vision

Communication Styles: A Self-Assessment Exercise (Based on the work of P Case “Teaching for the Cross-Cultural Mind” Washington, DC, SIETAR, 1981) <https://ogefacultymentoring.web.unc.edu/wp-content/uploads/sites/11490/2016/09/Communication-Styles-assessment-ESAI.pdf>



Thank you!

We want your feedback.
Insert evaluation link

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