

Coaching and setting goals

3 steps to the activity realisation



Step 1 – preparation phase

This activity will guide the participants through some basic steps into transforming themselves into a more competent coach. We all have relationships either personal or professional and therefore on an unconscious level we all have played the roles of mentors and coaches to other people in our lives. Being better and enhancing these competencies is the first step into acknowledging that we are coaches. Furthermore, the course will guide you through some theoretical descriptions on coaching and will give you concrete answers and pathways in order to properly guide you in a positive, encouraging way.

Step 2 – activity phase

Who is a good coach? Have you have had any experience of being coached in your life e.g., your friends and family? The profile of a good coach is a simple combination of professionalism and motivation. When coaching one of the most important fundamentals are the set goals. Everyone, regarding his/her tasks, sets goals to achieve results. You can start a discussion with the participants about their potential goals. However, the goals we set for others, and ourselves must be SMART. Click on the following link <https://bit.ly/3hKnwPu> & and on page 40 you will find a detailed explanation about the SMART goals.

S - Specific

What is your goal? Can you describe it?

M - Measurable

What are the criteria by which you assess? How would you know you have achieved it?

A - Acceptable and Achievable

Is the achievement of the goals a challenge for you? What is your personal gain from all this?

R - Realistic

Is the scope of your goal achievable? (You can also discuss this at a follow up session)

Have you chosen something that is too broad?

T - Timed

When can you start? What are the stages? What is the deadline?

Based on the above-mentioned set goals and steps on how to set realistic and measurable goals the task for you follows.

TASK 1 Write down in the table as seen above your current main goal.

TASK 2 We can abstractly connect our goals with dreams. So, let us dream!

Ask someone else to print different abstract pictures (see the picture below). Place the pictures first upside down, so that you cannot see them. Then take 2 minutes to think about your SMART goal set. After the 2 minutes, turn around all the abstract pictures. By intuition, pick one of the pictures from the pile. Now connect your goal with the picture and its



Type of activity:
Coaching

Value of the activity:
With this activity you will be able to improve your team work, communication and decision making competencies.

 Timing:
30 minutes



Activity follow-up:

Further reading:

<https://bit.ly/3hKnwPu>



Other value case box components:

Tips for setting SMART goals
"People who set goals are more likely to succeed than people who do not." Tal Ben Shahar, Harvard University

State goals as declarations of intention, not items on a wish list. "I want to ..." lacks power. "I will..." is intentional and powerful.

Use clear, specific language

Start your goal statement with "To" and a verb

Use the SMART goal approach

Avoid using negative language - positive wording is more motivating and associated with better success

elements, with the help of the following questions, and tell the story to the person who helped you with the pictures.

Questions for discussion:

- ▼ What did you discuss at the beginning?
- ▼ What elements drew your attention?
- ▼ What do the images have in common with the dreams?
- ▼ How did you get to the final version?
- ▼ What was easy / hard?

Step 3 – wrap up phase

One of the fundamental aspects of coaching is the feedback. From the viewpoint of the coach, it is important to guide the process of feedback with the trainee, as they are not always positive. Moreover, the feedback should not only be positive, indeed, it should be constructive in a way that it gives information on potential improvement and adaptation. There are also some important lessons one should follow when talking about feedback because it is always a two-way street. Giving feedback should always be from a place of understanding and it should be delivered tactfully. Never give feedback with the intention of diminishing another's self-esteem, as feedback should be based on mutual trust. If you decide to give feedback in a setting that involves more than one receiving person, please be aware it is better to give compliments (e.g. positive feedback) made in public and criticism (constructive feedback) in private. This especially applies for those people who are not used to constructive criticism and feedback. For those people, the public and private division is best at the beginning for the first feedback sessions and later slowly progress into giving feedback in front of other co-workers or people (Dobreva, J. & Veleva-Bialek, 2011).

Abstract pictures:



Value quoted:

Example goal statements:

- To achieve promotion to [role] by May 2022
- To develop my confidence and personal presence in order to present a paper on ABC at the XYZ conference in December 2021

Source:
<https://www.managingchange.org.uk/>)

Your notes:

- ▼ ...
- ▼ ...
- ▼ ...