

Coaching Tips

A**Awareness** - Of the need for change**D****Desire** - To participate and support the change**K****Knowledge** - On how to change**A****Ability** - To implement desired skills and behaviours**R****Reinforcement** - To sustain change

Preparing for a coaching session

Coaching may happen in the moment or you may have time to prepare. If you can prepare:

- ↘ Have a clear objective for the session- what do you want to achieve
- Establish facts and examples you can use where necessary
- ◀ Decide on a relaxed location
- ↘ Set a positive tone at the beginning of the session- this is a productive and helpful space!

Coaching Tips

- ↘ Set out the objective at the beginning of the meeting
- Conduct in person- walking/meeting room/coffee- not Zoom or phone
- ◀ Use facts and examples rather than relying on subjectivity
- ↘ 80/20 rule- they do 80% of the talking, your job is to listen and probe to the lightbulb moment
- Lead the conversation to an action plan
- ◀ Check in regularly
- ↘ Be patient, change takes time
- Meet any of your own commitments in the timeframe discussed

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