

Coaching The Coach

How To Coach



**Powerful tips to build your
coaching skills**

**coaching skills
Powerful tips to build your**



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Foreword

When it comes to providing effective solutions for the client, the coaching techniques are a little unique and very much focused on getting the client to where he or she wants to be within a stipulated period of time. Get all the info you need here.



How To Coach

Powerful tips to build your coaching skills

Chapter 1:

Provide Effective Solutions To Your Clients

Synopsis

The idea behind the exercise would be to challenge the client to reach heights never before thought of possible with the help and guidance of the coaching exercise.



The Basics

The coach would ideally want to understand the vision that the client has and then create an outline of steps that the client will be able to follow to effectively get the vision from that stage to reality. In some cases, the inclusion of inspiring tips may be needed to get the client excited about reaching the end goal faster.

This exercise would also require the coaching session to include helping the client to discover the life currently lead in more depth and explore changes so that personal development and accomplishments both professionally and personally can be made. Making the client accountable and helping the client reach his or her true potential is the key to developing the growth factor.

There is also the active participation of the coach in helping the client to increase the creativity, productive and effectiveness levels in tackling tasks set in the quest to reach the end goal, as projected. Teaching the client skills that will help in reaching the goal with a bigger difference and to accelerate the choices made in terms of career choices and personal choices is also something the coach would have to try and incorporate into the training sessions. Helping the client shed any fears and hesitations that are causing the current slump should also be part to the coaching exercise, as this too will help the client be a more overall effective person.

Chapter 2:

Asking The Right Question To Your Audience

Synopsis

One of the more effective ways of getting the audience to participate and interact within the coaching session would be to incorporate the questions and answers session within the framework of the session.



What To Ask

However if this is not done with careful thought and planning, the questions chosen could end up causing problems, when there is little or no response from the audience.

Questions are a great way to gauge the attention span of the listening audience. This will give the coach a clear indication on whether the session is benefiting the audience and how much the audience has been able to grasp so far. With the incorporation of questions into the presentation, the coach will also be able to get the audience out of the listening only mode and into the active participation mode. This is important as it will also help the audience to put into practice the issues being presented.

Ideally, the questions sessions should be designed around a few important ideas, some of which would have to include the exercise of bringing out the potential of an individual or a member of the team within the audience, creating more meaningful interactions with the audience and the exercise of building a strong and good rapport with the listening audience. All these are meant to ensure the coaching session is beneficial to the audience in creating the awareness required to get the audience to the next level in their respective lives and careers.

Correctly designed questions, will also get the audience seriously contemplating and thinking about the presentation made within the

frame of the coaching session, thus helping them to mull over the information and share any doubts or queries they made have immediately. The questions should ideally be designed, to help tap into the audience perspective on the topic presented and the relevancy it is expected to play in their lives.



Chapter 3:

Getting Commitment By Assigning Task/Homework

Synopsis

Making a presentation is often a comparatively easy part of coaching and most coaches find this relatively simple when compared to the other connecting follow up exercises incorporated into the overall exercise of ensuring the message is delivered, understood and practiced by the audience.



Why Homework?

The assigning of tasks and homework is meant to help both parties ensure the best of the session has been absorbed and understood. This format will allow the coach to have a better idea of exactly how well the coaching session has been able to impact the minds of the listening audience. It will also give the coach some perspective on the ways the information delivered will be used in the individual lives of the participating audience. Ensuring the information presented at the coaching session is well received and used in the desired way is also another reason for the tasks or homework necessity. At this point the coach will be able to view the effectiveness of the coaching sessions and make improvements or adjustments should there be a need for it.

It will also provide a good platform for the audience to put into practical use the information gained at the session in a more committed form. Helping to develop a more independent use of the information learnt is also something that can be displayed through the work produced based on the tasks and assignments given. It will also allow the audience to display some level of independence in how the information is to be incorporated into their lives based on their own perspective and understanding. Should the use of the information learnt be displayed in a manner that is contrary to its original presentation, the coach will be able to address this as it would show up in the task or homework done.

Chapter 4:

Making Your Coaching Session Entertaining

Synopsis

Often attending coaching sessions can be quite a challenge, especially if the subject matter is rather boring and takes a lot of mental and physical effort on the part of the participating parties. However, there are ways a coach can use to ensure the participants are having an enjoyable time at the sessions.



Don't Be A Bore

The following are some of the ways to make a coaching session entertaining and interesting:

- A coach who wants to ensure the sessions are effective and entertaining in some respect would have to work by certain attitudes. There should be a sense of determination, and the ability to “feel” the needs of the audience, especially if there is a difficult presentation to be understood. Going about this in a creative and intelligent way would help to keep all parties working well and smoothly. Therefore being constantly mindful of the “atmosphere” would help.
- Relevancy is also another aspect that the coach would have to look into. Being able to ensure the material is designed to suit the audience and done so in a fashion that would come across as interesting and full of injections of movements and suitable body language antics should be considered.
- Good coaches usually know how and when to inject a good story telling session into the coaching exercise. Most people love to listen to stories and it is even better if the story chosen is relative to an event that has actually taken place. The more real the story content, the better the audience is able to connect to the story telling session.

- The ability to laugh and not take things too seriously is also another important characteristic to have in order to be an effective coach. Injecting humor into the presentation material and then expressing it well will keep the audience excited and interested in the presentation



Chapter 5:

Create A Powerful Presentation Slides

Synopsis

Part of a good coaching presentation exercise has to include some slide presentation sections. However these sessions should be well designed and planned to ensure they are of the best quality and style as the audience attention span is the important factor to be able to attract and hold.



Catch Their Eye

The following are some tips on elements to consider when creating a powerful presentation of slides for the coaching session:

- Keeping it simple is perhaps the most important factor to consider. Coaching sessions are already comprised of a lot of material to absorb, therefore designing the slides to portray a very simple message with each slide is important. This will help the audience not to feel overwhelmed. Also, avoid too much color and distorted images, as this may cause confusion to the audience.

- Limiting the bullet points and text is also another important element to consider. Too much written matter being shown on the slide would only render the content boring and another ineffective style used to exhaust the brain and concentration levels of the audience even more. Shorter and simpler presentations would be better welcomed.

- Limit the transitions and builds that use the animation platform. This should be judiciously used, as ideally, it is not necessary to include these animations in every single slide. Boredom quickly sets in, if there are too many slides in succession using the same style to present the material. Using no more than two or three types of transition effects without the same effects between all the slides would be a better style to go with.

- The quality of graphics chosen should also be higher. This will reflect well on the coach and the material used. The choice of graphics is important in maintaining certain quality level for the overall presentation.

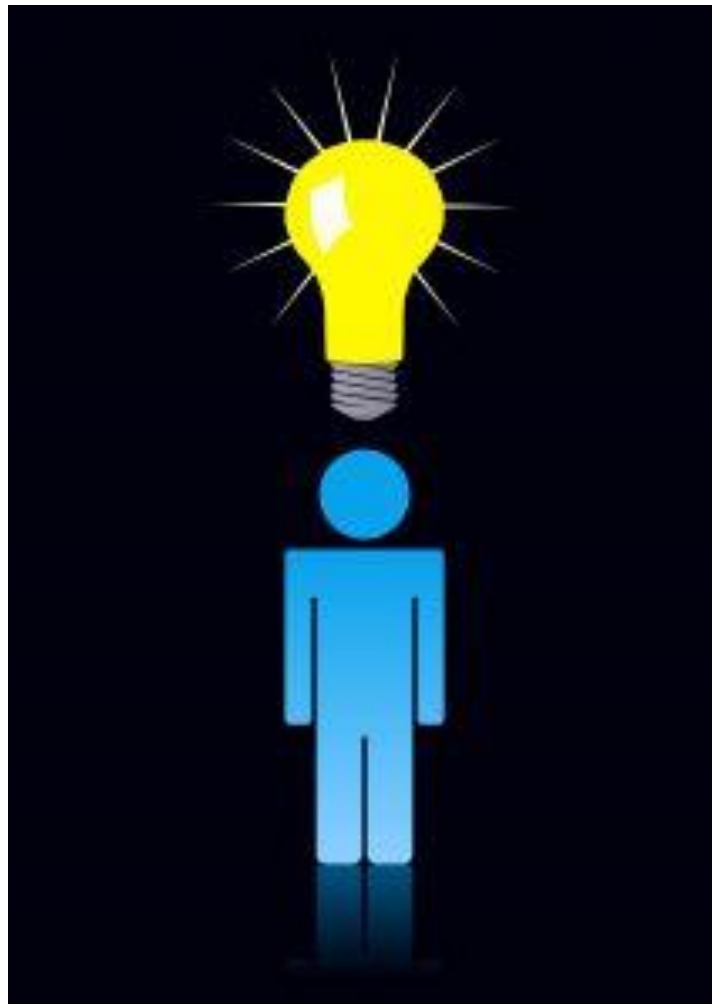


Chapter 6:

Provide Step By Step Guide

Synopsis

Coaching effectively is not something that can be done without the relevant effort put into designing the material and the presentation style. There are also other aspects that should be taken into consideration, if the coaching session is to be an overall success.



Make A Plan

The following are some areas to consider in providing a step by step guide to how to get things done effectively so that the best coaching sessions are featured:

Being able to coach confidently should be the priority of any step by step guide. Confidence is a prerequisite of effective coaching. If the presenter is confident in to the material and the style to be used, the audience will be able to better accept the content being presented mainly based on the confidence in which it is being presented.

Building a niche would also be another area to consider for the success of being able to stay relevant in this competitive field. Taking the time and effort to create this niche will effectively get the coach noticed and thus perhaps create the platform for this created interest to contribute further to the popularity of the coach and the coaching sessions and material.

In this very competitive arena, it may sometimes be prudent to make a presentation to the potential client with a fairly detailed outline within a trial session arranged for viewing. Using this opportunity to push the coaching session as effective and something worth exploring should be part of the presentation made at the trial session.

Designing the coaching session to include some active participation from the audience will also help to break the monotony of the sessions. Incorporating this interactive module will also help the coach to gauge the understanding capacity of the audience and just how much they have been able to gain from the sessions.

Chapter 7:

Track Your Client's Progress

Synopsis

Part of being a good and effective coach, is to be able to gauge the progress of the client periodically to ensure everyone and everything is on the right track. This will help the coach make the necessary adjustments if there is a need to change or improve on the current program being used.



Keep Track

The following are some tips on the areas that should be considered if the coach is concerned about the client's progress.

- Setting goals that are customized would be a good place to start. Questionnaires should be designed to ask the same questions in varying intervals as the answers given, will reflect the progress made with each consequent module presented.
- Tracking the responses of each client individually using the answers provided by the client in the questionnaires will also show the different facets of the clients understanding of the material and may even present some surprising information that could be used to explore other elements within coaching sessions. This kind of assessments done periodically will also help the coach to decide on consequent material being used and its relevancy and beneficial values the material brings to the client.
- The tracking system will also allow the coach to review the effectiveness of the sessions already attended by the client and decide if the current program chosen, is contributing positively to the end goal first decided at the onset of the coaching session. It will also allow the coach to review the clients responses easily and as often as needed, because the information provided at the assessment, will usually be stored for further scrutiny.

- These tracking sessions also allows both parties to review the progress being made and to use this as a motivational tool to further encourage the client to reach for bigger and better goals.



Chapter 8:

Motivate Your Client To Greater Breakthrough

Synopsis

Motivation is the key to getting things done, and with the right motivational tactics, it is possible to get anything done with the right amount of enthusiasm and urgency.



Help Them Along

The following are some tips on how to get the client to be motivated enough to strive for greater breakthroughs:

- Once the client has been able to achieve the original goal, it is easier to encourage the client to try for something a little more challenging. When the client is willing, then the coach would have to design new formats that should include some motivational exercises, to get the client in the right frame of mind, so that the focus can now be on achieving greater breakthroughs.
- There should also be some level of care when it comes to motivating the client to achieve further breakthroughs. This is to ensure and protect the client from possible burnout. Therefore coaching the client to focus on one goal at a time should be part of the encouraging technique used. Making sure that the client is really committed and the reasons for the commitment are legitimate would help the coach design the appropriate motivational exercise to encourage the greater breakthrough.
- “Selling” the concept to the client, is another way to get the client interested and motivated enough to push boundaries and strive for more and higher achievements. There is always the excitement that is usually felt at the onset of the endeavor, but the motivation used should be able to keep the excitement to carry right through until the goal is achieved. The level of excitement the coach is able to display

will eventually have some effect on the client, thus garnering the heightened interest levels which can then be used to focus on making further breakthroughs.



Chapter 9:

Apply Persuasive Speaking Techniques

Synopsis

Being able to make a good presentation will garner the appropriate level of interest in the subject matter, however doing the same thing in a persuasive manner will not only garner the attention of the audience but will also get the audience to commit to the endeavor completely.



Hold Their Attention

The following are some ways to get the audience to be adequately committed through persuasive speaking techniques:

- Body language is a great way to connect with the audience. When the appropriate body language is used, the connection with the audience can be heightened and thus create the perfect platform for the coaching session to be more productive and successful. People generally respond to certain positive body language skills, and it would be good for the individual to master these techniques and incorporate them into the coaching sessions. Hand gestures, eye contact, and other expressive movements will all add to the overall impact to the speaking exercise to add to the persuasiveness of the exercise.
- Being well versed on the subject to be presented at the coaching session, will also contribute to the client being impressed enough to be persuaded to commit. The influence the coach will be able to have over the audience will be based on the perception the audience has on the quality of the material and also on the persuasive tone and presentation style used. Credibility of the information and the logic in which it is presented will all point to the persuasive element the coach incorporates into the session.
- When designing the material for the presentation, the coach should include strong opening and closing points to persuade the

audience to commit to the endeavor totally. These two parts of the entire presentation are very important and good opportunities to be persuasive.



Chapter 10:

Over Deliver Your Programs With Added Value Content/Products

Synopsis

In the quest to outdo the competition, most people look for ways that they can impress the client without actually having to commit to anything other than what has already been promised. This of course is not a very effective way of going about making the client happy and standing out in the service provided.



Do It Right

Although the general idea for most businesses is to be able to cut cost as much as possible, this should not be done at the expense of the value being given to the client. Although shallow value delivery has become the norm for most people, this would give the individual the opportunity to stand out with added value content and product which would certainly be a pleasant surprise for the client.

If the individual is able to see the potential in providing programs with added value content, then the quest to do so will be much easier and definitely motivation enough to look into this angle. This will eventually be seen in the quality of the programs presented and it will be impressive enough for the client to not only firmly commit, but to also continue to be an important client for the individual. Therefore, the habit of over delivering on anything should be incorporated into any design created, as this will always have the added benefit of impressing the client. Clients will be impressed at the effort and commitment of the individual toward giving his or her best to the entire exercise, thus making it easier for the individual to get repeat business and recommendations.

Over delivering on anything need not necessarily be about providing a costly added benefit without charge or providing a lot of freebies. This idea of over delivering can come in simple forms such as follow up services that are equally impressive, added attention lavished on the

client and being totally committed to addressing all the clients' queries and simply providing the support that may not seem necessary but would speak volumes to the client.



Wrapping Up

Coaching effectively can be a tricky task. With the use of some of these simple tips though coaching someone effectively can be made easy. Take this information in and begin being a good coach to your clients today.

