

TALENT MANAGEMENT COACHING MODEL & BEST PRACTICES

What is Coaching?

The International Coaching Federation (ICF) defines coaching as,

“**partnering with clients in a thought-provoking and creative process that inspires them to maximize their personal and professional potential.**”

The process of coaching often unlocks previously untapped sources of imagination, productivity, and leadership.

How Does this Happen?

Coaches help clients achieve these results by:

- > Asking open-ended questions
- > Listening deeply
- > Showing up authentically
- > Reflecting patterns in speech and behavior
- > Exploring shifts in energy
- > Following the client's lead

Coaches also partner with clients to create clear expectations and design actions that help them explore and meet their goals.

What Does it Look Like?

Clients have the answers within themselves. It is just a matter of shining a spotlight on what is most important, and the attitudes/beliefs that are getting in the way. This can only be accomplished in partnership.

Coaching Conversation

45 - 60 Minutes

- 1 Get a clear agreement on what to accomplish in the timeframe.
- 2 Discuss guardrails, ask questions, make observations, and listen actively to build greater awareness in the client.
- 3 Define a specific action plan the client agrees to explore and make observations about the next steps of the coaching relationship.

What Makes a Client Coachable?

Good coaching clients often share similar characteristics that make them open to coaching. The most important aspect is that they choose coaching as a process for professional development. It is not punitive! Coachable clients have a willingness to:

- > Be open and honest
- > Explore all possibilities, even if they seem out of the ordinary
- > Take responsibility
- > Be accountable for following through on commitments
- > Learn from the past and move on
- > Be self-disciplined
- > Let go of old beliefs and patterns of behavior
- > Ask for support

Our Coaching Process

1 Submit a Request for Coaching on our website: <https://hr.virginia.edu/uva-internal-coaching-program>

- > Please complete all the information needed on the form to help us match you with the best internal coach.

2 Complete UVA Coachability Self Assessment

- > You will receive a Coachability Self-Assessment to help you understand more about the coaching process and your commitment. Please complete the quiz to then be set up with an initial intake conversation.

3 Schedule Intake Call & Pre-Survey

- > Schedule a 45 - 60 minute intake call to clarify your goals for coaching and preferences
- > Complete the Pre-Survey before your 1st session

4 Schedule Coaching Conversations Sessions

- > Meet with your coach/discuss frequency of your sessions and duration
 - > Typically 2 sessions per month for 3 months
 - > 45 - 60 minutes per session

5 Email Post-Survey

- > Once the coaching engagement has been concluded, please complete the post-survey.