

PROFESSIONAL DEVELOPMENT CONSORTIUM
2015 Winter Meeting – Peer Group Coaching: An Introduction
December 2, 2015

Best Practices for Peer Coaching Group Meetings

1. **Confidentiality:** Agree up front to confidentiality expectations for group meetings and communications between group members.
 - a. Consider setting an expectation that what is said in connection with the group stays in the group (including any emails/written materials circulated).
2. **Attendance & Participation:** Set expectations at the first meeting about participation and attendance. For example, group members should make every effort to attend meetings and complete any agreed-upon “homework” between meetings.
3. **Ground Rules:** Consider the following Ground Rules for meetings:
 - a. **Facilitator/Leader:** If there is no group coach to facilitate meetings, select one group member to facilitate each meeting on a rotating basis. Facilitator should be in charge of setting and sending out an agenda, circulating meeting reminders, and facilitating the meeting.
 - b. **Distractions:** Commit to limiting distractions and refraining from multi-tasking during meetings, including looking at email, phones, etc. Be present and focused during meetings.
 - c. **Participation:** Be respectful of group members and the peer group process, including the following guidelines:
 - i. Use coaching questions to guide the discussion (see Powerful Questions Handout)
 - ii. Keep any feedback positive and encouraging
 - iii. Respond only to add value
 - iv. Only provide advice if requested
 - d. **Phone etiquette:** Announce yourself before speaking and mute phone when not speaking.

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Peer Group Practice Coaching Worksheet

I. Coaching Issue/Developmental Goal (for each Peer Group Member)

- What is the challenge?
- What makes this important now?
- How important is this on a 1-10 scale?

II. Vision/Desired Future

- What would it look and feel like if you reached your goal?
- What would it take to resolve this issue?
- What is the implication of doing nothing/making no change?

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III. Identify Gaps

- What is between where you are now and where you want to be?/What are the challenges?
- Where are you finding yourself stuck?
- What have you tried before?

IV. Action Steps

- How will you know when you have reached your goal?
- What are the action steps? What is the easiest next step?
- What will you commit to doing on a regular (weekly) basis to reach your goal?

V. Next Steps for Peer Group [at end]


- Scorecard
- Future meetings

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Powerful Questions for Coaching Conversations

1. What is the challenge/issue you are facing?
(Opportunity to state the issue and summarize the current challenge)
2. What makes this important now?
(Things we want to change have generally been around for some time. Finding out what makes it important now can help tap into immediacy, motivation, and may surface some feelings)
3. Who owns this issue/challenge?
(Coaching issues are those that are owned by the individual coachee, not something we want to change in someone else)
4. How important is this issue on a 1-10 scale?
(This addresses commitment to the coaching issue. If it isn't high on the scale, chances are the motivation to change isn't strong enough to make sustained change)
5. What are the implications for doing nothing, making no changes?
(This addresses commitment and engagement)
6. What have you tried before?
(This helps cut off advice-giving and allows the client to explore what they have done on the issue)
7. Has this issue shown up in other contexts?
(This can help uncover whether this is a pattern or new issue)
8. Imagine you've made these changes; it's a year down the road. What do you see, hear, and feel?
(Helps to shift from current situation to the desired future)
9. Where are you finding yourself stuck on this topic/issue?
(Uncovers obstacles to change)
10. What do you think it will take to resolve this issue?
(Helps the coachee come up with ways to move forward)
11. How will you know this issue has been resolved?
(Clarifies the desired change)

PDC 2015 Winter Meeting Peer Coaching Group – SCORECARD

Name	Action Step	 Activity completed for the weeks of:								Results/Notes
		Dec 7	Dec 14	Dec 21	Dec 28	Jan 4	Jan 11	Jan 18	Jan 25	