

Coaching Toolkit

We support coaching, mentoring and leadership development interventions by providing a wide range of tools and resources that increase knowledge and self awareness, reinforce learning and enable individuals to improve performance and effectiveness.

Each tool within the Coaching Toolkit is designed to support and accelerate the learning, enjoyment and performance of the individual as part of their development journey. This includes:

- Helping assess the needs of the Coachee and his or her team
- Enabling the Coachee to better understand his or her own skills, capabilities, attitudes and beliefs
- Increasing the Coachee's self-awareness and understanding of their impact on others
- Developing and enhancing the Coachee's personal, management, coaching and leadership skills
- Promoting self-responsibility, self-direction and pro-activity in the Coachee
- Evaluating the outcomes of coaching interventions

There are over **165 Tools available** which fall into 7 main categories:

1. Discovering Myself
2. Developing Personal Skills
3. People Management Skills
4. People Management Practices
5. Team Effectiveness
6. Customer Focus
7. Coaches' Tools

Within these categories there are 5 types of tool, each of which has a specific aim and purpose:



Summary Sheet - Used by the Coach before, during or after the coaching session to provide the Coachee with an overview of a specific development area.



Exercise - Used to provide the Coachee with a pre or post session activity in order to practice and further develop a relevant skill.



Diagnostic - Used before, during or after the coaching session to provide the Coachee with a better understanding of their ability in a certain development area.



Knowledge Handout - Used as a means of providing the Coachee with further background knowledge, allowing the Coachee to consider their development from a deeper, more informed position.



Session Guide - Used by the Coach to prepare for the session and as a step by step guide during the coaching session. The Coach can also use this to make informative notes as appropriate.

Our toolkit is available either on a CD or as part of our Tracker or Matcher Coaching Management Systems.

When bought as part of our system, the 'Administrators' of the system can add, edit or delete tools at any time. This enables organisations to tailor the toolkit to their particular development needs and to integrate it with other existing processes and procedures.

Contact us:

Coaching Focus Ltd

1 Friary
Temple Quay
Bristol BS1 6EA
T: 0117 344 5009

E: enquiries@coaching-focus.com

W: www.coaching-focus.com

