

Coach Salon Schedule (English version)

Typical Saturday morning agenda:

- 9:00 - 9:05 Welcome
- 9:05 - 9:25 Brief 1-minute introductions (Name, Organization, What is most challenging about this topic? What do I want to learn?)
- 9:25 - 10:15 Structured discussion about focal topics (approximately 10-15 minutes per question)
- 10:15 - 10:20 Case study introduction
- 10:20 - 10:40 First round breakouts: Sharing ideas & best practices (including break)
- 10:40 - 10:50 Brief reports: Best practices
- 10:50 - 11:10 Second round breakouts: Roleplays
- 11:10 - 11:20 Brief reports: Learnings
- 11:20 - 11:40 Quick tips: brainstorming executive skill development
- 11:40 - 11:55 Checkout: New insights
- 11:55 - 12:00 Closing; encourage people to post tips/readings and participate online through the CoachSalon website

Date	Agenda	Topic(s) Based on Survey	Basic Coaching Skill Enhancement (to be addressed directly or indirectly)	Executive Skill Development
July 15	Getting Started <ul style="list-style-type: none"> • What are clients looking for in an executive coach? • How should you prepare for the “mating game”? • How can you establish credibility with the client – and quickly? • How can you diagnose potential coaching needs? • How should you approach the contracting process? 	1. Understanding what clients look for in a coach 2. Establishing credibility with the client	Establishes coaching agreement— Understands what is required in the specific coaching interaction and comes to agreement with the prospective and new client about the coaching process and relationship; identifies how the coaching goals link to enhanced business performance. Establishes trust and intimacy with the client— Creates a safe, supportive environment that produces ongoing mutual respect and trust.	1. Influence with Impact AND/OR 2. Taking risks
Sept 16	Gaining More Perspective(s) <ul style="list-style-type: none"> • How can you conduct a stakeholder analysis to identify key relationships? • How can you interview and involve stakeholders in coaching? • How should you provide 360/other feedback to client? • How can you deal with defensiveness in clients? • How can you help clients solicit feedback from others by themselves? 	3. Interviewing stakeholders 4. Providing 360° feedback	Asks powerful questions— Asks questions that reveal the information needed for maximum benefit to the coaching relationship and the client. Demonstrates active listening— Focuses completely on what the client is saying and is not saying, to understand the meaning of what is said in the context of the client’s desires and to support client self-expression.	3. Mentoring high-potentials AND/OR 4. Confronting performance problems

Nov 18	<p>Formulating coaching goals</p> <ul style="list-style-type: none"> • How can you use PACE matrix to synthesize input and identify priorities for development? • When should goals focus on (1) leveraging strengths and/or (2) improving performance? • How can you develop specific and actionable coaching goals? • How can you create a “success map” that leads to ROI? • What are the elements of a good coaching plan? 	<p>5. Analyzing client needs</p> <p>6. Focusing on results and ROI</p>	<p>Creates awareness—Integrates and accurately evaluates multiple sources of information and makes interpretations that help the client to gain awareness and thereby achieve agreed-upon results.</p> <p>Develops goals and plans—Develops and maintains an effective coaching plan with the client.</p>	<p>5. Creating a vision</p> <p>AND/OR</p> <p>6. Developing strategic blueprint</p>
Jan 27	<p>Ensuring action-based learning</p> <ul style="list-style-type: none"> • How can you help clients identify opportunities for action? • How can you help clients practice and rehearse critical interactions? • How can you implement “After Action Reviews” and other ways for clients to reflect on learnings? • How can action learning projects be identified and implemented? 	<p>7. Applying business acumen as a coach</p> <p>8. Formulating action learning projects</p>	<p>Designs actions—Creates with the client opportunities for ongoing learning, during coaching and in work/life situations, and for taking new actions that will most effectively lead to agreed-upon coaching results.</p> <p>Manages progress and accountability—Holds attention on what is important for the client and leaves responsibility with the client to take action.</p>	<p>7. Developing talent</p> <p>AND/OR</p> <p>8. Coaching successors</p>
Mar 17	<p>Working with difficult clients</p> <p>This session will feature a series of challenging and demanding client cases drawn partly from issues that emerged in previous salons. We will also discuss what a coach should do when a client may need therapy, counseling or other professional support.</p>	<p>9. Working with challenging & difficult clients</p>	<p>Displays coaching presence—Is fully conscious and creates spontaneous relationship with the client, employing a style that is open, flexible, and confident.</p> <p>Uses direct communication—Communicates effectively during coaching sessions and uses language that has the greatest positive impact on the client.</p>	<p>9. Building effective teams</p> <p>AND/OR</p> <p>10. Managing cross-cultural teams</p>
May 19	<p>Working with complex situations</p> <p>This session will feature several complex organizational scenarios, drawn partly from issues that emerged in previous salons. This session will also address how to conduct group/team/pair coaching.</p>	<p>10. Working with complex organizational situations</p>	<p>Meets ethical guidelines and professional standards—Understands coaching ethics and standards and applies them appropriately in all coaching situations.</p>	<p>11. Building an innovation culture</p> <p>AND/OR to be determined...</p>