



The
Learning
Team



WILLMOTT DIXON
SINCE 1852

School of Coaching and Mentoring

The Willmott Dixon Coach





70%

of people found that coaching sessions contributed to an increase in their productivity and performance



80%

of those who received coaching said that it increased their self-confidence



67%

reported that conversations with a coach helped them to improve their work/life balance



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Contents

- What is a coach?
- A strong sense of self
- How does coaching benefit the business?
- How could you benefit from becoming a coach?
- What support is available for coaches?
- Becoming a Willmott Dixon Coach



USEFUL LINKS

Follow the links to some
useful coaching resources
wherever you see this hand



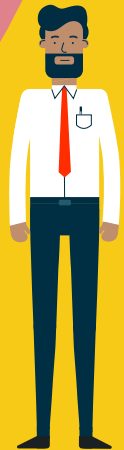
What is a coach?

A coach is someone who is skilled in listening and challenging others to solve their own problems through thought-provoking questions and ideas.

Anyone can be a coach

- They don't need to have a qualification, be a subject expert or have role experience.
- Great coaches are skilled in helping someone to think differently, find solutions and improve their own performance.

"I'll help you find the answer"



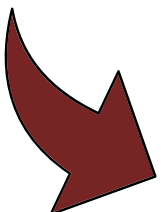
Support

Challenge

Question

What makes you a great coach?

- ✓ You are able to support and challenge others to help them solve their own problems
- ✓ You are an excellent listener
- ✓ You can work in the midst of others' anxiety and support them in building confidence
- ✓ You can move conversations from the global to the specific
- ✓ You can hold solution focused conversations that establish accountability
- ✓ You are business and results focused
- ✓ You can give immediate feedback
- ✓ You are not intimidated by authority
- ✓ You are self-assured and have a strong sense of self



How many of these apply to you and your coaching skills?

A strong sense of self



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"Knowing yourself lets you understand others"

Jenny Holzer

You don't need to know everything to be a great coach, but you do need to know yourself

If you don't know your own strengths and areas to watch out for or you don't trust yourself as a coach then you will struggle to bring the presence required to coach effectively.

In order to bring **energy**, **empathy** and **attention** to your coaching sessions you must have a deep understanding of yourself, your motives and drivers, your strengths and weaknesses.

*What takes you out of your comfort zone?
What presses your buttons?
How do you operate under pressure?
How do others perceive you?
What do you value?*

The more able you are to analyse, reflect upon yourself and gain knowledge of your blind spots, the stronger your presence and practice as a coach will be.



Do you have a strong sense of self?

Give me strength

Me Plc

Find your mojo



How does coaching benefit the business?

- Having access to a coach gives our people more options in how they want to develop their skills and means they don't have to wait for a course to get the support they need.
- A coaching and mentoring school made up of internal coaches who know the business will help to support collaboration and sharing of ideas across the different functions and LCOs.
- Building a coaching and mentoring culture will help us to create an environment where people want to take responsibility and can quickly access the learning they need.



We can only **thrive** and **grow** as a business when our people thrive and grow too



SIMPLE

Working smarter

A solution-focused coaching conversation reduces unnecessary complexity and enables easier collaboration between our people.



AFFORDABLE

Driving efficiency

An effective 1:1 coaching conversation is a productive development route for many as it is bespoke to the coachee's needs and focused on solving a current problem



INNOVATIVE

Enabling growth

A great coach will help someone to think differently, unleash their creativity and realise the potential of new ideas



SUSTAINABLE

Building lives

A strong coaching and mentoring culture is one where we support one another to face our challenges so that we can all thrive at work.



OUR
**GIANT
LEAP**

**EVERYTHING
COMPLETED WITH
PRIDE**

How could you benefit from becoming a coach?

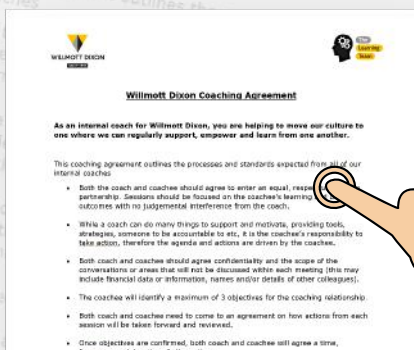
- It will improve your confidence and capability to constructively support and challenge others
- Through practice and experience, you will develop key skills in helping people to solve their problems and fulfil their potential
- If you are a Line Manager, becoming a skilled coach will help you to support and manage the performance of your team effectively

One thing to remember...

...is that becoming a coach is also a commitment on your time and energy so you will need to bear in mind the impact it could have on your current role.

Useful documents

These documents are for you to use whenever you start a new coaching relationship



Coaching agreement

An outline for the coach and coachee to ensure the coaching relationship is a respectful and trusting partnership.

Both the coach and coachee must read and sign the agreement at their first meeting



The first meeting

Some useful reminders of everything you need to cover in your first meeting with your coachee

What support is available for coaches?



DEVELOPING YOUR COACHING SKILLS

Resources to help you improve your capability and confidence to coach others



Becoming a [Enter Company name here] Coach



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If you would like to become a [Enter Company name here] Coach then the next step is to grab your goggles and dive into our **coaching pool**

People who are looking for a coach will then be able to find your details and contact you to arrange a coaching session

If you would like to volunteer and join a coaching pool then



What are the next steps to become a coach?

1 Speak to your Line Manager

Discuss if becoming a coach is the right step for you and if you have the time and energy to make this commitment

****Please note that we recommended a minimum time commitment of 2 hours per month for coaching****

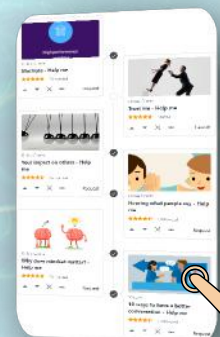
2 Speak to a coaching supervisor

Our coaching supervisors provide support and guidance for all of our coaches and help to maintain high coaching standards.

Before becoming a coach, you will need to have a short meeting with a supervisor to discuss your suitability, coaching experience and any specialist areas.

3 Send us your coach biography

The last step! You will need to create a coach biography which people can browse and then contact you to arrange a coaching session



“ Coaching is unlocking a person's potential to maximise their own performance. It's helping them to learn rather than teaching them

————— *Tim Gallway* —————

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