

Purpose

The purpose of this Executive Coaching practice protocol is to provide a structured and systematic approach to executive coaching practice engagements. This protocol serves as a guideline and framework for executive coaches to follow when engaging in practice opportunities, promoting consistency and accountability while allowing a safe environment for continual growth and learning for all parties.

Session Duration

Approximately 12 minutes/session; ideally to be repeated 3 times.

Roles

This protocol is ideally designed to be used in triads.

Coach: Provides coaching to the coachee.

Coachee: Receives coaching from the coach.

Observer(s)/Scribe(s): Observes, listens, and takes notes during the session; captures identified evidence throughout the coaching conversation; prepares to coach the coach.

Session Structure

“The 2/5/3/2 Design”

- **2 Minutes – Establish Context**
 - Establish roles.
 - Provide context and clarity around each role and scenario.
 - Coach explicitly states needs for learning.
 - Coach briefly explains the coaching process, objectives, and a preference for the evidence he/she would like the observer/scribe to capture and provide feedback on. (E.g. Capturing coaching questions used)
 - Coachee shares a specific coaching topic or challenge they would like to work on during the session.
 - Review the Effective Coaching Framework (ECF) and the Executive Coaching Conversation Guide for planning purposes.
 - Observer/Scribe clarifies evidence to be captured, considering a plan to coach the coach following the session.

- **5 Minutes – Coaching Session**
 - Coach and coachee engage in a coaching conversation.
 - Coach uses the Effective Coaching Framework and Executive Coaching Conversation Guide as supports for the flow of the conversation.
 - Coach asks open-ended questions, listens actively, and provides guidance and support to the coachee.
 - Coachee responds honestly and openly, seeking solutions or insights.
 - Observer/scribe captures key points, effective coaching techniques, effectual questions, and notable moments.
 - Observer/scribe reflects on what they observed during the coaching session, preparing to coach the coach.
- **3 Minutes – Team Debrief**
 - Coachee reflects on what they learned or any breakthroughs they experienced. (1 min)
 - Observer/scribe shares observations, evidence collected that was requested by the coach, strengths and possible areas for refinement. (1 min)
 - Coach shares a summary of the experience, what coaching techniques he/she used, what he/she found to be effective, and ideas for adjustments in the future. (1 min)
- **2 Minutes – Large Group Feedback and Discussion**
 - If multiple triads are present in the room, the large group engages in a brief discussion based on the reflections.
 - They may discuss what worked well and what could be improved in the coaching process.
- **Rotate roles in triads and repeat the process.**

Note: It's essential to maintain a respectful and constructive atmosphere throughout the session. Participants are encouraged to provide feedback that is specific, actionable, and focused on both strengths and areas of growth..

You may repeat these rounds as desired within the “2/5/3/2 Design,” allowing everyone to experience different coaching roles and gain valuable insights.