



Learning Delivery Staff Coaching Service – Enhancing Skills

How The Service Works

There will usually be 3 stages in a completed coaching process.

Stage 1

This will involve a teleconference with the appropriate commissioning manager to discuss the circumstances of an individual observer.

The aim of the discussion is to develop a baseline of information to help plan an appropriate coaching programme.

The discussion will explore for example:

- the teacher / trainer's current performance standard
- the commissioning manager's reporting requirements for the coaching process
- confidentiality boundaries i.e. the level of detail provided in reports
- the degree of improvement required
- the teacher / trainer's availability to access coaching including any specific barriers and how these can be managed
- timescales to achieve improvements
- the manager's expectations regarding the amount of support the individual requires, the number of sessions and costs.



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Stage 2. Process Initiation.

This stage will involve a Webinar with the teacher / trainer. This meeting will determine if a coaching process is likely to be effective. If an teacher / trainer is reluctant to engage in a coaching process, or cannot be persuaded of its value, it will not succeed. The meeting will also seek to identify if there are additional significant needs that should be included in the coaching plan.

The outcomes of this meeting will be discussed with the relevant commissioning manager, along with any proposed adaptations to the coaching plan. Targets within the plan will be confirmed along with their level of priority. A decision to proceed or not, will be made at this stage.

Stage 3 Implementation.

A programme of sessions will be agreed at this stage. The sessions and their focus will be linked to the contents of the coaching plan. If the process is an extended one, then progress reports will be provided to the commissioning or other designated manager.

A final report identifying the achievement or otherwise of the coaching plan targets and outcomes, will be provided to the relevant manager no less than 1 week after the last coaching session.



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Fees

Coaching will be invoiced on a monthly basis. Invoices will show the activities completed, and the hours involved. These will be cross referenced to the coaching plan.

The standard hourly rate will be **£50 per hour**. Sessions will be a minimum of 1 hour.