

Hudson Coaching Process



©2007 The Hudson Institute of Santa Barbara

Your Coaching Process Checklist

ESTABLISHING COACHING CONTRACT

- Are you clear about the Presenting Coaching Issue?
- Have you assessed Coaching Readiness? Does individual understand what to expect from coaching? Is individual interested in making some changes? Is individual ready to take on this work at this time?
- Review of Contracting Details: Does individual understand the relevant details including time commitment, pricing, location, potential interviews, assessments, and any necessary 3-way conversations with boss/HR partner, etc?
- Early articulation of Broad Goals and Outcomes

UNDERSTANDING CURRENT SITUATION

- Have you collected relevant data: client story, interviews with stakeholders, meeting with boss, assessment data, etc?
- Have you taken a whole person, developmental perspective: using Hudson Maps as your guide, locating client on Cycle of Renewal? (for your information, not for the client)
- After understanding current situation, have you examined carefully with client implications of no-action vs. taking action through coaching in order to thoroughly uncover motivation?
- With all of this information compiled, have you now carefully outlined desired goals that will move the client toward the desired future state they have articulated?

BUILD PLAN

- What are your client's biggest obstacles in reaching this goal (desired state), what's going to make it tough to attain?
- Have you developed with your client, a step-by-step plan that will support this change? (practices, timelines, references, role-models, etc.)
- Have you worked with client to become aware of habits that support old situation and new behaviors that will support the articulated goals and desired situation?
- Are you measuring results against client's desired future?

EXECUTE PLAN

- Iterative process of executing coaching plan (tied to shared, detailed goals)
- Where appropriate, periodic check-in with support people and stakeholders (boss, etc)
- Revisit and revise the contract in refining direction
- Are you measuring results against client's desired future?

CONCLUDE COACHING ENGAGEMENT

- Step back and examine overall effectiveness – how did this work for client, were goals achieved?
- Work with client to develop long-range plan going forward
- Design follow up processes including potential calls in the future
- Measure Outcomes and Impact: How did meeting these goals impact client, boss, co-workers, team, organization, bottom line? Where critical, engage in some ROI measures that provide detailed feedback to the system.