

Coach Responsibilities

Alameda County Local Government Leadership Academy
October 2024 through May 2025

ACTIVITY	DESCRIPTION
Volunteer	<ul style="list-style-type: none"> • Volunteer to coach Academy participant (by 8/23/24) • Familiarize yourself with Coach Responsibilities (this document)
Always	<ul style="list-style-type: none"> • Maintain confidentiality • Express genuine desire to connect with the coachee • Maintain transparency • Listen actively / be fully present • Ensure coachee feels secure and comfortable when talking about difficult topics • Ask clarifying, thought-provoking questions • Keep your commitments
Attend Orientation (1 hour virtual) (9/25/24 @ 3:00 p.m. OR 10/17/24 @ 10:00 a.m.)	<ul style="list-style-type: none"> • Attend the mandatory virtual orientation session • At orientation, reacquaint yourself with the value & steps of coaching (found in the "F.U.E.L.: A Coaching Framework" handout) • Prior to the orientation, view ICMA's video on "Talent Catalyst Conversation: Watch Coaching in Action" https://icma.org/coaching-resources-faqs (est. 40 mins.)
First Meeting (By 12/4/24) Informational Interview Lead: Coachee	<ul style="list-style-type: none"> • Consider exchanging resumes prior to the meeting • Allow coachee to lead the conversation • Set ground rules for coaching relationship • Share your career journey, learnings, turning points • Get to know your coachee
Second Meeting (By 2/5/25) Initial Development Conversation / Understand the Current State Lead: Coach	<ul style="list-style-type: none"> • Lead a career development coaching conversation • Follow the steps in the handout "F.U.E.L.: A Coaching Framework" (provided at Coaching Orientation)
Attend Mid-Academy Check-in (less than 1 hour virtual) (2/19/25 @ 1:00 p.m.)	<ul style="list-style-type: none"> • Attend the mid-Academy check in • Share how it's going with your coachee • Receive feedback from fellow coaches
Third Meeting (By 4/2/25) Follow-up Development Conversation / Laying Out a Success Plan Lead: Coach	<ul style="list-style-type: none"> • Ask coachee whether last conversation prompted other ideas or desired actions • Help coachee gain clarity about action step(s) to promote career development • Provide support and resources • Help coachee explore how to use Academy experiences and insights
Optional (but strongly encouraged) Lead: Coach	<ul style="list-style-type: none"> • Invite coachee to attend a professional meeting that they wouldn't normally have access to; debrief the experience
Attend Graduation (5/1/25 @ 2:00 p.m. in Dublin)	<ul style="list-style-type: none"> • Attend one-hour ceremony to honor your coachee • Celebrate the value of leadership in the public sector

<p>Fourth Meeting (By 5/30/25) Post-Graduation Conversation / Follow-up and Accountability Lead: Coach</p>	<ul style="list-style-type: none"> • Check in on any action items to which coachee committed • Discuss how to leverage the Academy experience to secure additional leadership opportunities • Decide on any ongoing coaching relationship
<p>Attend Debrief (1 hour virtual) (6/2/25 @ 10:00 a.m.)</p>	<ul style="list-style-type: none"> • Attend the Coaches Debrief session • Provide Academy Co-Directors feedback on the coaching experience and suggestions/ideas for enhancing or improving the coaching element

