

# Coach Responsibilities

Alameda County Local Government Leadership Academy  
October 2020 through April 2021

ACTIVITY	DESCRIPTION
<u>Volunteer</u>	<ul style="list-style-type: none"> <li>• Volunteer to coach Academy participant (By 9/24/20)</li> <li>• Familiarize yourself with Coach Responsibilities (this document)</li> </ul>
<u>Always</u>	<ul style="list-style-type: none"> <li>• Maintain confidentiality</li> <li>• Listen actively</li> <li>• Ask clarifying, thought-provoking questions</li> </ul>
<u>Attend Orientation</u> (1 hour)	<ul style="list-style-type: none"> <li>• Sign-Up for one of two Coaching Orientation sessions 10:30 on 9/30/20 OR 1:30 p.m. on 10/2/20 via Zoom</li> <li>• At orientation, reacquaint yourself with the value &amp; steps of coaching (found in the handout "Becoming a Great Coach!")</li> <li>• Prior to the orientation, view ICMA's video on "Talent Catalyst Conversation: Watch Coaching in Action" <a href="https://icma.org/coaching-resources-fags">https://icma.org/coaching-resources-fags</a> (approx. 40 minutes)</li> </ul>
<u>First Meeting</u> (By 12/2/20) Informational Interview (Coachee will schedule & lead)	<ul style="list-style-type: none"> <li>• Consider exchanging resumes in advance of the meeting</li> <li>• Allow coachee to lead the conversation</li> <li>• Share your career journey, learnings, turning points</li> <li>• Get to know your coachee</li> </ul>
<u>Second Meeting</u> (By 2/3/21) Career Development Conversation #1 (Coach leads)	<ul style="list-style-type: none"> <li>• Lead a career development coaching conversation</li> <li>• Follow the seven steps in the handout "Becoming a Great Coach!" (provided at Coaching Orientation)</li> </ul>
<u>Third Meeting</u> (By 3/3/21) Career Development Conversation #2 (Coach leads)	<ul style="list-style-type: none"> <li>• Pick-up career development conversation from where it left off</li> <li>• Check in on any action items to which coachee committed Ask coachee whether last conversation prompted other ideas or desired actions</li> </ul>
<u>Optional but Encouraged</u>	<ul style="list-style-type: none"> <li>• Invite coachee to attend a professional meeting that they wouldn't normally have access to; debrief the experience</li> </ul>
<u>Attend Graduation</u> (April 1, 2021 - may change based on feasibility of in-person meeting)	<ul style="list-style-type: none"> <li>• Attend one-hour inspiring ceremony to honor your coachee</li> <li>• Celebrate the value of LEADERSHIP in the Public Sector</li> </ul>
<u>Fourth Meeting</u> (By April 15, 2021)	<ul style="list-style-type: none"> <li>• Discuss how to leverage the Academy experience to secure additional leadership opportunities</li> <li>• Decide on any ongoing coaching relationship</li> </ul>