

## One-Page Integration Agenda

### Integration Session Agenda

#### Be a Great Coach

#### 90-Minute Virtual Integration Session

##### Purpose:

This session is designed to bring the coaching mindset, communication tools, and coaching process from the video-learning course and workbook into real leadership situations. The focus is on applying coaching principles through discussion, reflection, and practice.

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#### Welcome & Session Focus

##### 0:00 – 0:10

- Welcome and session context
  - Connecting the integration session to the video-learning course
  - Quick participant check-in
  - Expectations for participation and discussion
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#### Revisiting the Coaching Mindset

##### 0:10 – 0:25

- Coaching as a leadership **style of communication**
  - Reflection on the **best coaches we've experienced**
  - Discussion of the **8 Key Principles for Great Coaching**
  - Identifying which coaching principles are strengths and opportunities
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#### Applying Coaching in Real Leadership Situations

##### 0:25 – 0:55

- Reflection on current coaching opportunities

- Discussion of the two reasons leaders coach:
    - Coaching for Improvement
    - Coaching for Growth
  - Small group discussion using real workplace scenarios
  - Group insights and lessons learned
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## **Practicing Coaching Conversations**

**0:55 – 1:20**

- Communicating like a coach vs. managing through telling
  - Practicing questions and listening techniques
  - Applying the **F + ? = A Feedback Formula**
  - Identifying a real coaching conversation to have with an employee
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## **Commitments & Close**

**1:20 – 1:30**

- Personal coaching commitment for the next 30 days
- Key takeaways from the session
- Connecting coaching practice to upcoming coaching or workshops
- Closing reflections

## Facilitator Integration Session Outline

### Be a Great Coach

#### 90-Minute LeaderTrak Lens Integration Session

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##### 1. Welcome & Context (0:00–0:10)

###### Facilitator Message

“Today isn’t about new content.

You’ve already completed the learning through the video and workbook.

This session is about bringing the ideas and tools into your **real leadership conversations.**”

Explain that coaching is one of the most effective leadership approaches because it **engages people while also creating accountability for results** .

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###### Quick Reflection Prompt

Ask participants in chat:

**“What is one idea from the course that stood out to you?”**

Examples they may mention:

- Coaching is a communication style
  - Coaching starts with questions
  - Let them hold the ball
  - Peel the onion
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##### 2. Revisit the Coaching Mindset (0:10–0:25)

###### Best Coach Reflection

Ask:

**“Think about the best coach you ever had. What did they do that made them effective?”**

Capture responses verbally.

Common themes:

- Listened
- Asked questions
- Believed in me
- Helped me grow
- Challenged me

Connect to the course definition:

Coaching is using dialogue to shape, guide, and grow another person's performance .

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### **Coaching Principle Reflection**

Ask participants:

**“Looking at the 8 Key Principles for Great Coaching, which one is your strongest?”**

Then ask:

**“Which one is the most difficult to consistently practice?”**

Common responses:

- Talking too much
  - Jumping to solutions
  - Not asking enough questions
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### **3. Applying Coaching in Real Situations (0:25–0:55)**

#### **Individual Reflection (5 minutes)**

Ask participants to write down:

- One person they should be coaching more often
  - One situation where coaching could improve results
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## **Discussion: Two Reasons Leaders Coach**

Review briefly:

### **Coaching for Improvement**

- When someone is falling short of expectations

### **Coaching for Growth**

- When helping someone develop new capabilities
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## **Small Group Breakout (15 minutes)**

Groups of 3–4 discuss:

1. Describe a current leadership situation.
  2. Is this coaching for **growth** or **improvement**?
  3. What conversation should happen?
  4. What questions would you ask?
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## **Group Debrief (10 minutes)**

Ask:

- What patterns are you noticing?
- Where do leaders struggle most with coaching?

Typical insights:

- Avoiding difficult conversations
  - Jumping into telling mode
  - Solving problems for people
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## **4. Practicing Coaching Conversations (0:55–1:20)**

### **Communicate Like a Coach**

Ask participants:

## **“What is the difference between managing and coaching?”**

Key contrasts from the course:

Manager:

- tells
- solves problems
- directs

Coach:

- asks questions
  - listens
  - involves the employee in solutions .
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### **Question Practice**

Introduce the idea:

**Let them hold the ball.**

**Peel the onion.**

Ask participants:

“What are examples of good coaching questions?”

Examples:

- What are your thoughts about this?
  - What have you tried so far?
  - What options do you see?
  - What would success look like?
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### **Feedback Formula**

Explain briefly:

**F + ? = A**

Facts

Questions

Agreement

Discussion prompt:

“How might this formula change your conversations with employees?”

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### **5. Personal Coaching Commitment (1:20–1:30)**

Ask participants to write down:

1. One employee they will coach within the next two weeks
  2. One question they will use to start the conversation
  3. One behavior they will practice (listening, asking questions, etc.)
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### **Closing Reflection**

Ask:

**“What is one thing you will do differently as a leader after this session?”**

Close with:

Coaching is not a special event.

It’s a leadership communication style used every day.