



Compendium Learning

Issue 8: Spring 2011

Spring Cleaning!

New Season - New Compendium Logo!



If Compendium Learning were a marketing company, I would now be waxing lyrical about what the new newsletter logo means, and how it would be sending subliminal messages to your innermost depths. Well, thankfully Compendium Learning is not a marketing organisation, and all I can say is that while spring cleaning my paperwork (you know, the great big throw out which we all mean to do but rarely get around to!), I thought it was time for a change. The new Compendium newsletter logo is bright and fresh - and I like it. I hope you do, too! Best wishes to everyone.....

[Alex Kendall](#)

Did the Budget bring us joy? Unlikely, you may say - do they ever?

Many organizations are finding that times are still tough and it is not yet clear whether an upturn is just around the corner. Maybe.... but it seems likely that turning the corner may be quite tricky. So, in the meantime, what can you do to keep yourself going and to continue to get the most out of your teams? Well, in most organizations, **coaching** is now recognized as a key skill for leaders, managers and HR colleagues.

Do you or your colleagues use coaching? If so, give yourself a coaching 'spring cleaning' health check by taking a quick look at the **coaching behaviours checklist** overleaf, taken from the **Z-A of Coaching** * and assess yourself and your colleagues.

Through coaching at work, you will help to surface real issues and get to root cause. You are, I guess, trying constantly to do more with less, and by using coaching with your teams, you will help to develop a workforce who will become more competent and confident, and who will be less dependent upon you for all the answers, all the time. **Time spent coaching is a great investment - not a cost!**

Not using coaching yet?? For more information, call or email me.

* The Z-A of Coaching by Alex Kendall and Clive Leake

In this issue:

Spring Cleaning

Did the Budget bring us joy?

Spring COACHING- self assessment checklist



'Spring Clean' Your Coaching!

Spring Cleaning continues... Now let's check out some of your coaching behaviours...

Has the dust of bad coaching habits lodged under the carpet of your professional skills? If so, now's the time for a clean out, so take a look at the coaching checklist below.

Here is a selection of attributes which a good coach should have. For each attribute give yourself a 1 - 10 rating (1 is low 'I'm awful at this'; 10 is high 'I'm absolutely fantastic in this area'). **Be honest!!!! And do some work to improve your lower scores.....!**

Attributes of a good coach

- ✓ **Patience** - You need patience when coaching:
 - to continue the questioning process
 - to maintain active listening
 - to enable people to make mistakes and learn from them
 - to allow people to try things and not 'get it right first time'
- ✓ **Supportive** - Be there for your team/ your coachees especially when things are difficult or when operating under pressure or to tight deadlines.
- ✓ **Self aware** - In order to understand others, you first need to understand yourself. What are your strengths? What are your development needs? How can you maximise your strengths? But beware that you don't overplay your strengths!
- ✓ **Communicates well and succinctly** - Do you??
- ✓ **Makes time** - We are all busy, but good coaches make time for coaching. You should be ready and prepared to consider coaching at any time because you know how important it is and that it will eventually save you time!
- ✓ **Responds effectively to non-verbal signals**
- ✓ **Doesn't interrupt** - Sssssshhhh!
- ✓ **Knows when to provide solutions and when to persevere with probing** - How well are you able to manage the continuum between solution-led and discovery focused coaching?
- ✓ **Enjoys the coaching process**
- ✓ **Interested** - Believe me, if you are not interested, it will show!
- ✓ **Active listener**
- ✓ **Keep Coaching!!**