



PRO-BONO CLIENTS
HOW TO PREPARE
FOR COACHING

Welcome to coaching!

On behalf of the Coaches in Training at The Coaching Academy for Leaders, thank you for volunteering to be a pro-bono client.

We want you to get the most out of this opportunity, so let us begin by outlining what to expect from your coach.

This outline will also explain what is expected of you so that you know what you will have to put into the program to get the most out of it.

There are several important terms to know:

- Coaching
- Client/Coachee
- Coach

What is coaching

The International Coaching Federation (ICF) defines coaching as “partnering with clients in a thought-provoking and creative process that inspires them to maximize their personal and professional potential”, which is particularly important in today’s uncertain and complex environment.

Your coach will honour you as a person who is the expert of your own life and work. Your coach comes from the perspective that you are complete, resourceful and whole.

Standing on this foundation, the coach’s purpose is to help you: discover, clarify, and align with what you want to achieve.

Your coach will encourage self-discovery, and elicit solutions and strategies generated by you, not the coach.

Your coach will help you hold yourself responsible and accountable to your goals.

The coaching process is proven to help people dramatically improve their outlook on work and life while drawing out their skills and unlocking their potential.

The Client

You are the client! The term “Client” refers to the person being coached. Sometimes, the client is also known as The Coachee. The term client and coachee can be used interchangeably.

To help ensure that you have the greatest possibility of a successful outcome, measurable results and a return on your investment of time and energy, we suggest the following:

That you, the client:

- Wants to be coached
- Is enthusiastic about evolving personally and or professionally
- Thoughtfully prepares for coaching sessions
- Is focused during coaching sessions and limits interruptions
- Maintains notes about progress throughout the process
- Articulates needs clearly to the coach
- Accepts that you are responsible for your results, achievements, actions and success
- Accepts 100% responsibility for all personal choices and outcomes

The Coach

Your coach is an ICF coaching professional in training. This person will help you set and achieve your goals.

Your coach is your support person and confidant whose mandate is to help you transform your potential into performance so that you can achieve your professional goals.

The coach will:

- Uphold professional coaching ethics and standards of practice
<https://coachingfederation.org/>
- Provide materials or resources at their discretion if applicable

How to Prepare For Coaching

Do's and Don'ts

DO

Have a topic for coaching.

Always come to your session with a meaningful, future-focused topic that you want to be coached on and an idea of what you hope to get out of the conversation. Your topics are based on what you want to be coached on that day. It is up to you to decide but for inspiration, consider your goals or what's getting in the way of achieving them.

Keep a journal.

Use a journal to keep track of the results you are achieving through coaching.

Come ready to explore and discover.

Your coach is your thinking partner who will ask you a lot of thought-provoking and sometimes challenging questions with the intention of helping you create new layers of self-awareness and action items for what you're going to do next to move forward toward your goals.

Be accountable.

Your coach is not your manager, counsellor, therapist or consultant. Your coach will not choose your topic for you even if they know your goals.

Your coach will not ask you for a report about what you said you would do since the last session. If it is meaningful to update your coach on your progress, you are welcome to do so but the coach will not ask you about the past.

Expect

Expect your coach to partner with you in a conversation that is a thought-provoking and creative process. The coach's intention is to support you in maximizing your potential.

DON'T

Don't expect the coach to:

- Provide a curriculum with learning objectives, that would be training.
- Assess your current practices and recommend solutions based on their subject matter expertise, that would be consulting.
- Discuss your painful memories, trauma or dysfunction, that would be therapy.
- Offer guidance from their own experience, that would be mentoring.
- Direct you, review or evaluate you, your work or your situation, that would be your manager's role.
- Give you tips or tricks, that's what the internet is for.

Terms and Conditions

All pro-bono coaching clients must note that they are solely responsible for their results, achievements, actions and success.

A Coach may share information with you on an area of their expertise however, it must be clearly understood that it is not the role of a professional coach to influence the choices or decisions of their clients.

All of your choices and decisions are yours to make and the responsibility for all outcomes is also yours.

Coaches, Mentors, Faculty, Staff, Administration and or associates of The Coaching Academy for Leaders will in no way be held accountable for outcomes of coaching.

Booking and attending coaching sessions as a pro bono client are considered attestation that you have read and agree to the standards, process and procedures outlined in this document.



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