

# SKILL SHARE

## Introduction to the **SKILL SHARE** Coaching Scheme

The Skill Share Coaching Scheme gives you the opportunity to receive up to 14 hours of free coaching with an experienced individual who has a thorough understanding of voluntary and community groups and organisations. The purpose of the scheme is to help you to take an objective look at your group or organisation and see how you might develop its most important assets – you and your staff and volunteers.

### What is coaching?

Coaching is a valuable professional and personal development tool. A coach will help an individual to identify the obstacles preventing them from achieving specific goals and support them in developing their skills, confidence, behaviour and attitude in order to reach these goals.

Coaching brings a new perspective and the 'space' to discuss ideas and develop an individual's potential. Its focus is to move an individual from where they are to where they want to be and consequently help their group or organisation to run in the most effective way possible.

### When might coaching be beneficial?

Coaching might be appropriate if you are:

- starting a new role or changing the role within your group or organisation;
- preparing for new responsibilities;
- preparing your group or organisation for a change or transition;
- seeking to improve your own performance or that of your staff, volunteers and trustees;
- dealing with a specific issue, situation or crisis.

### How will coaching take place?

In the first instance, coaching sessions will usually take place face-to-face at a location comfortable to both you and your coach. However, sessions can also be conducted over the telephone or via email.

As part of the Skill Share Coaching Scheme, you will be offered 14 hours of coaching time, to be used flexibly however best suits you and your coach.

### What can you expect from your coach?

Our coaches have been selected on the basis of their experience and expertise in the Voluntary and Community Sector. They will:

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The Skill Share Coaching Scheme is funded by the Children's Workforce Development Council (CWDC).

- agree ground rules for your time together and assure confidentiality;
- define expectations clearly and get agreement on them;
- agree a coaching timetable with you, arrive on time to your meetings and postpone sessions only in exceptional circumstances;
- help you to clarify the issues you would like to focus on and identify your goals;
- provide a coaching environment which fosters trust and encourages questions and feedback;
- provide their own perspective/interpretation of the issues you discuss;
- support you in developing solutions and achieving your goals.

Your coach will be:	Your coach will not be:
<ul style="list-style-type: none"> <li>• a sounding board</li> <li>• a facilitator</li> <li>• an awareness raiser</li> <li>• impartial</li> </ul>	<ul style="list-style-type: none"> <li>• a teacher, instructor or trainer</li> <li>• a counsellor</li> <li>• a specialist advisor (i.e. a business advisor, fundraiser)</li> </ul>

Your coaching sessions should not be used in lieu of any supervision or 1:1 arrangements your organisation has in place.

### What will your coach expect from you?

Coaching involves commitment, patience, persistence and a keen desire to actively participate in your own personal and professional development. To get the most out of your coaching experience, your coach will expect you:

- to engage fully, willingly, openly and honestly in the coaching process;
- to ask questions and receive feedback openly and in the spirit in which it is offered;
- to be patient – short term behaviour changes may be apparent very quickly but it can take time for changes in relationship dynamics or more complex areas to become evident;
- to arrive on time to meetings and postpone sessions only in exceptional circumstances.

If you are offered a place on the scheme and decide not to take it up, please let us know as soon as possible.

### And finally, what are the benefits of coaching?

- Improved interpersonal skills and relationships with your staff, volunteers and trustees.
- Increased motivation and productivity.
- Successful adaptation to change.
- Improved job/role satisfaction.

All of which will have a positive effect on your group or organisation!