

IFLA Coachee Information and Preparation

Welcome to coaching!

Congratulations on choosing to participate in the IFLA Coaching Programme. Your IFLA Coach is excited to work in partnership with you to achieve your personal and professional goals. Coaching allows individuals to strengthen specific interpersonal, communication, leadership, and/or managerial skills and improve their work and life effectiveness.

The [International Coaching Federation](#) defines coaching as “partnering with clients in a thought-provoking and creative process that inspires them to maximize their personal and professional potential”.¹

It is important to understand that **coaching** is different from **mentoring**:

- A **mentor** will share their experience with you, provide you with advice, and suggest solutions to your challenges.
- A **coach** will ask you questions to help you develop your own solutions and action steps.

Situations that can benefit from professional coaching support:

- When you want to take advantage of a new opportunity;
- When you are facing a difficult challenge or problem;
- You feel “stuck” and unable to move forward towards achieving your goals;
- You want to learn more about your strengths and use them more intentionally in your work and personal life.

To learn more about how coaching can help you, please visit <https://experiencecoaching.com/>

Your role as a coachee

The most successful coaching partnerships begin when you have a clear idea of what you want to accomplish and are open to collaboration, new ways of thinking and considering different perspectives. You are most likely to have a successful coaching experience if you are pursuing goals that are meaningful to you. You will need to assume full ownership and responsibility for your decisions and actions, venture out of your comfort zone, and overcome your self-doubt.

The coach’s role

The Coach creates space for discovery and learning to happen. They help you, the coachee, to identify strengths, focus on solutions, and develop an action plan to accomplish your goals. Finally, the coach believes that you are the expert in your own life and can find solutions to your challenges that work for you. The Coach holds you responsible and accountable for finding your own solutions, helping you believe in yourself and find the confidence to succeed.

¹<https://coachfederation.org>

What happens in a coaching session?

The coach will start by asking you what you would like to discuss during the coaching session and why it is important to you. They will ask you to consider what you would like to take away from the coaching session. This could be a plan of action, next steps, work opportunities for more exploration. During the session, the coach will ask questions to help you clearly define your goals, encourage self-discovery and self-awareness, and think objectively about your situation.

Preparing for your coaching session

To help you make the most of the time you have with your coach, take some time to answer the following questions. By sending your responses to these questions ahead of your session, you help your coach better prepare for your time together.

1. What is the goal/challenge/issue/opportunity you would like to discuss during the coaching session?
2. Why is it important to you?
3. What does success look like? What would you like the outcome of your goal/challenge/issue/opportunity to be?
4. What do you believe are your greatest strengths?
5. What are some of the values that are important to you? Use this list to help you define your core values <https://www.taproot.com/live-your-core-values-exercise-to-increase-your-success/> .