



Assistant Principal *Ex*celeration

Leading Today

Conducting a 5-Minute Coaching Session

Purpose:

1. Show the person you are invested in their growth
2. Help them learn to reflect
3. Help them connect specific actions to specific results to improve future performance

Ideally, you should conduct a 5-minute coaching session after some sort of event such as a meeting, presentation, phone call, or completion of a project.

Step	Purpose	Details
1: Statement of affirmation	Sets a positive tone, shows that you value them, and models making conclusions based on evidence.	Say with enthusiastic sincerity and a big smile: “I appreciate the work you are doing with x.” Add an immediate positive that connects a concrete action to a positive outcome: “When you (observed behavior) the impact was (result), it was (superlative).”
2: What went well?	Help them connect evidence to their impressions and thinking.	Say: “What else went well?” Using “else” indicates that you are building on the affirmation and that this process is about accentuating the positives. Help them link to evidence: “Say more about that” or... “And what specifically did you see/hear that makes you say that?” or... provide them with the evidence: “Yes, I saw/heard that when you did (observed behavior).”
3: What surprised you?	Helps them reflect on the event and invites them to explore without judgement.	Say: “What surprised you?” Sometimes “nothing” is a legitimate answer, but it shouldn’t be most of the time. If you feel a need to probe, you can say: “When X happened, what were you thinking (or is that what you intended)?”
4: What would you change?	This is about what they would do differently. It doesn’t need to be negative.	Say: “What would you do differently next time?” You can probe around several areas if you wish: Planning, structure, execution, evaluation
5: Statement of optimism	This ends the conference on a positive note.	Say: “Nice work reflecting on how (behavior/evidence) showed (outcome). Thank you so much for sharing x with me, and please let me know what I can do to continue to support your work and growth.”

Conducting these sessions on a regular basis will change how people reflect on their own work and it will shift the kinds of conversations and the questions people ask. It will also transform the way people view you as they will see you as an active partner in their development.