

Definition and Purpose of the Personal Development Coaching Program

What is coaching?

Coaching closes the gap between where he/she is now and where he/she wants to be. It is a professional relationship with someone who accepts nothing but your best and who will advise you, guide you and encourage you to go beyond self-imposed limitations in order to realize his/her full potential.

Mission: Franklin University's Personal Development Coaching Program helps students unleash their performance potential through the use of coaching support from trained coaches.

Benefit of Personal Development Coaching to Undergraduate and Graduate Students

- Benefit from exclusive, no-cost services of an experienced professional to provide guidance as you work toward your degree
- Interact with an objective source for encouragement, challenge and feedback for new ideas and proposed actions
- Work with and learn from a successful graduate and professional role model
- Boost self confidence and self-awareness
- Enhance goal-setting skills
- Discover and explore personal development goals
- Networking opportunities

Benefit of Personal Development Coaching to Coaches

- Exceptional leadership opportunity
- Personal reward from helping a Franklin student in their personal and academic development
- Satisfaction of giving back to the community
- Learn a coaching model which can be used now – and with others in the future
- See new perspectives and new ideas that contribute to their own development
- Resume building – coaching experience

What are the Goals of the Personal Development Coaching Program?

- Leverage and expand the personal development of students
- Help students boost their academic experience
- Provide coaching support to retain and graduate Franklin University students
- Help students explore, experiment, and learn new ways of working, thinking and being
- Help students deal better with change, clarify and pursue goals and change behaviors
- Help students understand their thinking style preferences
- Help students clarify personal development goals

Who can request a Personal Development Coach?

- The program is available to all undergraduate and graduate students (provided trained coaches are available)
- The program is available for Franklin undergraduate and graduate students that are enrolled, registered and attending classes during the current trimester

Why request a Personal Development Coach?

- You want to achieve goals related to personal development
- You want to learn how to balance school with your busy schedule
- You want to learn tips for succeeding at Franklin
- You want to improve your motivation and self-confidence
- You want to improve your communication skills
- You want to deal better with change and overcome fear of failure
- You are curious about how to identify your thinking style preferences
- You are serious about your intent to grow through a coaching relationship
- You are open to trying and/or adopting new ways of learning
- You want to challenge yourself and change thoughts, feelings and actions that you recognize as self-defeating
- You want guidance, support and encouragement while you do the work and reap the benefits of your effort

How Does the Personal Development Coaching Work? ----- Expectations and Requirements

- The Director of Student Coaching Services is the primary coordinator for undergraduate and graduate students interested in the Personal Development Coaching Program
- Students and coaches can apply for the coaching services by completing an application located on the Personal Development Coaching Program website at www.franklin.edu/personaldev. **(Need to confirm this website address!)**
- The application provides information about the students' goals, accomplishments, challenges and contact information.
- Once a student has applied for coaching, a member of Franklin's coaching team will communicate with the student via email or phone to explain the Personal Development Coaching Program goals and objectives. The Director may also contact the student to clarify his or her coaching goals.
- The coaching matches are communicated via email by the Director, in a joint email to each pairing of coach and student.
- Once the match is communicated, it is the responsibility of the student to contact the coach (within 72 hours) to set up an initial meeting to review topics for discussion. The student is the primary party responsible for success.
- Prior to each coaching session, the student is to complete a Coaching Call Preparation Form and email or fax it to the coach at least 24 hours before the scheduled coaching meeting/call. This helps the coach prepare for the session.
- After each coaching session, the student is required to complete the Goal Developer form and email it to the Director of Student Coaching Services at personaldev@franklin.edu. This is for quality assurance purposes and will be viewed only by the Director.
- Student feedback will be required, by responding to a survey questionnaire a minimum of every 30 days during the coaching relationship. This feedback ensures each relationship is going well, and helps improve the Coaching Program overall.

What are the Time Commitment Requirements?

- A plan with goals, action steps and timelines should be established, with a regular follow up plan for a minimum of 12 weeks.
- A student coaching relationship needs to be ongoing to be successful, and 1-2 hours per month is recommended. Both parties mutually agree what works best to create an effective and productive coaching relationship.

Personal Development Coaching Program Guidelines – January 2010

- Students are responsible for taking the initiative and to maintain the relationship, but coaches shouldn't hesitate to follow up and encourage when necessary.
- The most effective coaching relationships involve bi-weekly or monthly meetings. Relationships over the phone can work, but only using email is very ineffective. A combination of all three (meetings, phone, email) work the best. Contact the Director to discuss FranklinLive! as a coaching option.

General Guidelines

- A request for a Coach, or to become a Coach, may be made at any time during the academic year (provided trained coaches and training sessions are available).
- Coaching relationships generally last 3-6 months.
- Students are responsible for taking the initiative to maintain the relationship.
- The most successful coaching relationships are committed to the coaching process; growing, changing and learning from the experience.
- The most successful coaching relationships have open, honest communication and two-way feedback.
- Some form of correspondence (meetings, phone or email) should take place at least once a month.
- Frequency of face-to-face meetings will vary based upon the needs and availability of both individuals.
- Meetings between Coaches and Students are considered development activities.
- Information exchanged within the relationship is considered confidential.

How Can I Be Of Service To You?

As the Director of Student Coaching Services, I am here to support you. Please let me know if you have any questions, comments or concerns about the program.

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Liability/Student Code Of Conduct

We, the coach and the student, together agree that we must abide by all of the rules, regulations and policies of Franklin University as described in, but not limited to, the Franklin University *Academic Bulletin*, and be subject to the Franklin University *Student Code of Conduct* (found at www.franklin.edu/go/conduct).

Coaching Agreement

By completing the information below, I indicate my commitment to this coaching relationship as defined in these guidelines.

Student's Name: _____ Date: _____

Coach's Name: _____ Date: _____

Edited by TA 1/5/11