

GRADUATE STUDENT COACHING FOR PROFESSIONAL DEVELOPMENT

Definition, Requirements, Guidelines, and Recommendations – October, 2008

Definition and Purpose of One-On-One Coaching

What is coaching?

Coaching is a powerful, practical and collaborative relationship between a coach and a willing individual, which establishes professional development as an ongoing practice. Coaching relationships work through discovery and strategic actions to produce extraordinary results. Coaching is a process.

Professional development coaching services are offered to assist Franklin graduate students in strategically analyzing career paths and opportunities

Benefit of coaching to Graduate Students

- Discover and explore career paths/opportunities
- Strategically define career direction
- Identify specific competencies required for career success
- Boost self confidence
- Enhance goal-setting skills
- Create professional development plans
- Experience valuable networking opportunities

Benefit of Coaching to Coaches

- Exceptional leadership opportunity
- Personal reward from helping another person succeed
- 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 professional development
- Resume building – coaching experience

What are the goals of the Coaching Program?

- Leverage and expand the educational and professional development of students
- Provide tools and strategies to expand professional networks
- Assist in creating professional development plans
- Help students assess skills and talents, clarify career goals

Who can request a coach?

- The program is available to all Franklin University Graduate students

Why request a coach?

You should request a coach when:

- You want to explore and design your career path.
- You want to learn about the KEYS to success in a specific industry.
- You are curious about how to identify and sell your strengths – or add to your skill base.
- You want to make contacts, network and build your expertise.

Franklin's professional coaches engage students in self-discovery and offer direction and support for their goals by helping them develop a customized professional development plan.

How does the one-on-one coaching work? Expectations and Requirements

- The Director of Graduate Coaching is the primary coordinator for students interested in Franklin's Coaching Services.
- Students and coaches can apply for the coaching services by completing an application/information form located online at www.franklin.edu/go/gradcoaching.
- These application and information forms provide information about the student's professional goals and objectives and the coaches' experience, education and reasons for being a coach.
- Once a student has applied for coaching, a member of Franklin's coaching team will contact them to discuss their goals and objectives.
- Coaching matches are communicated via joint email to both 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 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, both the student and the coach are required to complete the Development Planning form and email it to the Director of Coaching at grcoaching@franklin.edu. This is for quality assurance purposes and will be viewed only by the department.
- Feedback will be required by responding to a survey questionnaire on at least two occasions during the coaching relationship. This feedback ensures each relationship is going well, and helps improve the Coaching Program.

What is the coaching time commitment?

- A plan with goals and objectives should be established, with a regular follow-up plan for a minimum of 12 weeks.
- A coaching relationship needs to be ongoing to be successful, and 1 – 2 hours per month is recommended. Both parties decide what works best for them.
- 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 monthly or periodical meetings. Relationships over the phone can work, but only using email is very ineffective. A combination of all three (meetings, phone, email) works the best.

General Guidelines

- A request for a coach, or to become a coach, may be made at any time during the academic year.
- Coaching arrangement generally lasts 3 – 6 months.
- Students are responsible for taking the initiative to maintain the relationship.
- Some form of correspondence (meetings, phone, email) should take place at least once a month.
- Frequency of face-to-face meetings varies 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 the Graduate Coaching Program, I am here to support you. Please contact me if you have any questions, comments or concerns about the program.

Holly McFarland

Director of Graduate Coaching Services

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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, we indicate our commitment to this coaching relationship as defined in these guidelines.

Student Name: _____ Date: _____

Coach Name: _____ Date: _____