

PLAY



CORRY
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THE COACHING ACADEMY

FOR LEADERS

BOOK

2020

The Coaching Academy for Leaders

P

PLAYBOOK



Coaching Program

This playbook is a tool for you to print and use in your coaching binder. You may print off as many copies of each template (page) as you require, or you can type directly into this digital copy.

Need help? Reach out to us for more guidance.

corryrobertson.com/contact

TABLE OF CONTENTS FOR YOUR TEMPLATES

BENCHMARKS	STEP 01	big picture tracking of your goals beginning the program,
Print one description page, and as many goal worksheet pages as you need.	STEP 02	SMART GOALS
SMART GOAL PLANNER	STEP 03	Use this planner to drill down even further into your SMART goals.
Use your portfolio to track your success story. Duplicate the series for as many goals as you have set.	STEP 04	COACHING PORTFOLIO
BONUS PLANNER	STEP 05	Daily, monthly and weekly planner to help you stay organized.

DEFINE YOUR AREAS OF FOCUS

BENCHMARK

01

Describe your area of focus

What makes this important now?

What will be better when you're successful?

Possible obstacles

DEFINE YOUR AREAS OF FOCUS

BENCHMARK

Describe your area of focus

02

What makes this important now?

What will be better when you're successful?

Possible obstacles

DEFINE YOUR AREAS OF FOCUS

BENCHMARK

03

Describe your area of focus

What makes this important now?

What will be better when you're successful?

Possible obstacles

COACHING HANDBOOK

NOTES

DATE

TOPIC

NOTES

RECOMMENDATIONS

WHAT ARE SMART GOALS?

SMART GOALS

S	<p><i>Specific means that your goal is detailed enough to explain how it is viable.</i></p>
M	<p><i>Measurable means you can observe and track your progress towards the goal and describe and track your results.</i></p>
A	<p><i>Achievable means you can describe HOW you will achieve your goals.</i></p>
R	<p><i>Relevant means you can describe what makes your goal important NOW.</i></p>
T	<p><i>Time-framed means that you can track the goal in a set time frame. The progress of the goal can be seen weekly, monthly or yearly.</i></p>

TRACK YOUR GOALS

MY SMART GOALS

SPECIFIC - *What exactly do I want to do?*

NOTE:

MEASURABLE - *How will I track my progress?*

NOTE:

ACHIEVEABLE - *How is this attainable?*

NOTE:

RELEVANT - *Why am I doing this?*

NOTE:

TIME-FRAMED - *When will I have this completed?*

NOTE:

SMART GOAL PLANNER

Your Goal:

Target Date:

Today's Date:

01

IDEA

ACTION

CHALLENGE

DATE

RESOURCE

IDEA

02

ACTION

CHALLENGE

DATE

RESOURCE

IDEA

03

ACTION

CHALLENGE

DATE

RESOURCE

COACHING PORTFOLIO

Use this portfolio to share your success story at the end of the program. Recap your goals and report the results of your efforts. Remember to align your energy to the goal of the program.

WHAT WAS YOUR SMART GOAL, DESCRIBE WHAT YOU ACHIEVED

DATE STARTED

DATE ACHIEVED

DESCRIBE THE OUTCOME

PRESENTATION

COACHING PORTFOLIO

DESCRIBE THE IMPACT YOUR EFFORTS HAVE HAD ON YOURSELF,
YOUR TEAM, YOUR COMPANY AND FOR YOUR COMMUNITY

A large, empty rectangular box with a thin gray border, designed for the user to write or draw in about the impact of their coaching efforts.

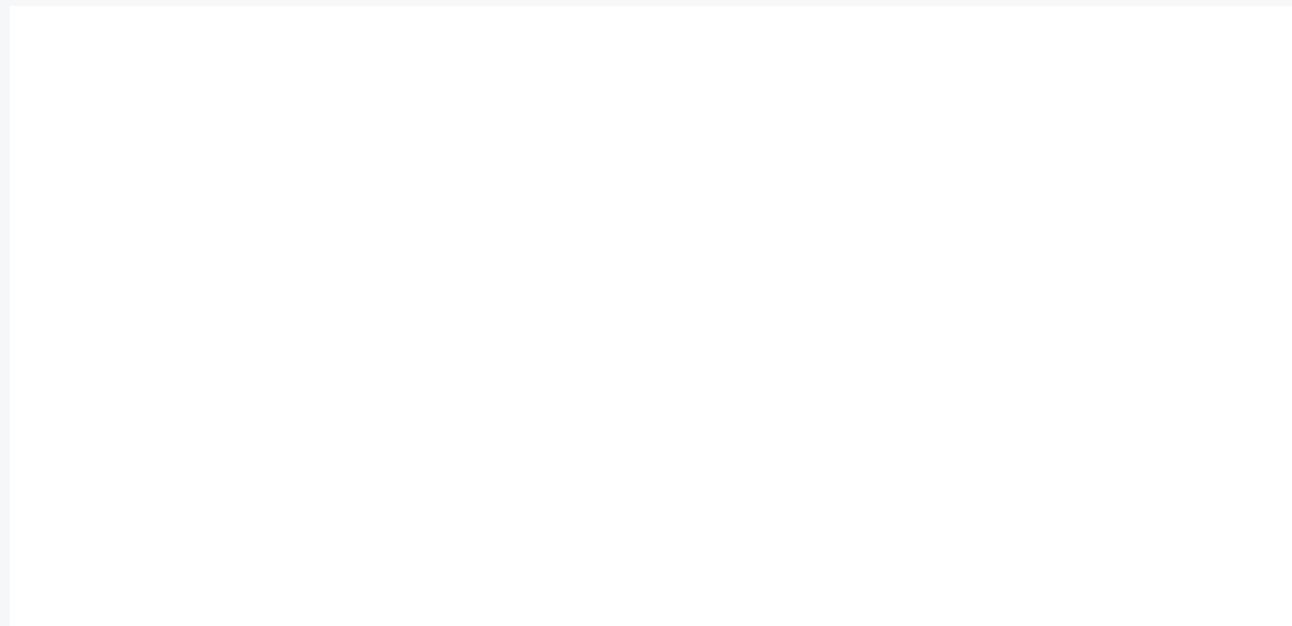
DESCRIBE THE LESSONS YOU HAVE LEARNED ALONG THE WAY

A large, empty rectangular box with a thin gray border, designed for the user to write or draw in about the lessons learned along the way.

PRESENTATION

COACHING PORTFOLIO

WHAT DID YOU STOP DOING - WHAT DID YOU START DOING?

A large, empty rectangular box with a thin black border, designed for handwritten notes or typed responses to the question above.

DESCRIBE THE LEADERSHIP BEHAVIOURS YOU IMPROVED UPON

A large, empty rectangular box with a thin black border, designed for handwritten notes or typed responses to the question above.

PRESENTATION

COACHING PORTFOLIO

WHAT GOALS DID YOU ACHIEVE DURING THIS PROCESS?

GIVE EXAMPLES OF HOW YOU BENEFITTED FROM YOUR EFFORT

GIVE EXAMPLES OF HOW THOSE AROUND YOU BENEFITTED FROM YOUR EFFORT

PRESENTATION

COACHING PORTFOLIO

EXPLAIN WHAT YOU WOULD LIKE TO WORK ON NEXT



WHAT ARE THE WINNING CONDITIONS, INCLUDING HELP, SUPPORT, OR RESOURCES THAT YOU NEED TO SUCCEED AS YOU MOVE FORWARD?



PRESENTATION

MONTHLY

MONTH: _____

HABITS

GOALS

1. _____
2. _____
3. _____

STOPS

1. _____
2. _____
3. _____
4. _____
5. _____

STARTS

1. _____
2. _____
3. _____
4. _____
5. _____

NOTES:

WEEKLY

LOG YOUR EFFORTS AND PRACTICE

MON

TUE

WED

THU

FRI

SAT

SUN

Date:

-  **WHAT I DID WELL**
-  **WHAT I STRUGGLED WITH**
-  **QUESTIONS I HAVE**
-  **FRUSTRATIONS I HAVE**
-  **WINS!**
-  **OF COACHING CONVERSATIONS**

Notes:

DAILY

PLANNER

M T W T F S S

Date: _____

TO DO LIST

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

PRIORITIES

COACHING APPOINTMENTS

NOTES

IDEAS

“Coaching is partnering with another person in a thought-provoking and creative process that inspires them to maximize their personal and professional potential, which is particularly important in today’s uncertain and complex environment. Coaches honour the other person as the expert in their life and work and believe that they are creative, resourceful and whole. Standing on this foundation, the coach’s responsibility is to discover, clarify, and align with what the person wants to achieve, encourage self-discovery, elicit solutions and strategies generated by the other person (not the coach), and hold the person responsible and accountable.

This process helps people dramatically improve their outlook on work and life while drawing out their skills and unlocking their potential.”

- Corry Robertson

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