STARCULTURE

COACHING
Workbook

We are born with an
evolutionary impulse that drives
us toward the fulfillment of
our greatest potential.
Marc David

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Training Workbook:

Coaching

As you read and listen to the Coaching module, follow along with this workbook. Fill in the blanks and answer the questions.
This will help you maximize your learning and information retention.

1. At the end of the day, coaching is simple: it's about helping each member of your team live up to his or her _____ _____.

2. In his famous Ted Talk, how does John Wooden define success?

   "Peace of mind only attained through _____-

   _____ in knowing you made the effort to be the best you were capable of being."

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3. After the game John Wooden would tell his team win or lose, the only reason they should hold their head up was if _____ _____ it their _____.

4. Thinking of yourself as a coach is helpful for a number of reasons. First, it reminds you that your _____are won through the _____ of other_____. Second, it _____you into becoming a _____ _____. Finally, adopting a coaching mentality is the _____ to proper _____.

Think about this:

1. Do you have a coach's mindset? Why or why not?
2. In what ways are you actively helping employees do their best? How can you improve?

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Delegation

5 Steps for proper delegation

1. Step 1, choose the _____ _____. In order to choose the right person when you delegate, you need the person with the right _____ and _____.

2. Step 2, _____ the _____. When you specify the result, your employees understand and can articulate to you the _____ _____ before they begin a project.

3. Step 3, establish a _____. Don't assume employees know the order in which their tasks should be done. Give them a _____ for each project you hand off.

4. Step 4, communicate their level of _____. If your delegate doesn't have the proper _____, make sure you are able to sign off on the right approval before the project starts so that it does not hit any _____ roadblocks.

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5. Step 5, monitor _____ and give proper feedback. Practice effective delegation by providing a _____ _____ so no one gets confused along the way.

Think about this...

1. How could integrating these 5 steps change your projects' success?

2. Which delegation step do you need to implement immediately?

Self-Development

5 steps on the Road to Successful Self-Development

1. Leaders and coaches are ultimately models for _____, or models for _____.

2. To help you on the path to continual growth, take some time to work through these steps to realizing your full potential. Keep in mind you can't confidently lead where you've never been before. We call this "The Road to Successful Self-Development." Number 1, _____ _____ _____. When unsuccessful people blame circumstances, they

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are giving away their _____. When you realize that your life is a result of the actions you've taken and the decisions you've made, you come to understand that _____ can _____ _____. When you take personal responsibility for your failures, you foster a culture of _____ and _____.

3. Number 2, _____ _____. _____ _____at work can be extremely detrimental to team building. Managers that outwardly appear as they inwardly live more easily foster _____ and _____. By being genuine yourself, you allow your employees to be the _____ _____ of _____.

4. Number 3, _____ _____. Without implementation _____ _____ and _____ are all useless. _____ paralyzes our ability to make decisions and commitments because it is obsessed with the _____ as a minimum requirement for success. People who struggle with _____ put off taking action until it's far_____ _____. By constantly targeting _____, you can more easily delegate because the task will

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pass through several layers of _____

_____.

5. Number 4, _____ on what's _____. In order for you and your team to be highly successful, you need to carve out time to _____ your days and the _____ in them. Your newly freed up time can then be put towards what really matters: Making you more _____ and the company more _____.

6. Number 5, _____ a _____. What matters most when you leave is what you _____ _____.

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Think about this...

1. How many hours a week do you currently spend on self-development?

2. Rate yourself from 1-10 (10 being the highest) on each of the self-development steps. How can you improve in each of these areas?

   Rate _____1-10 Taking Personal Responsibility

   Rate _____1-10 Being Authentic

   Rate_____ 1-10 Taking Action

   Rate _____1-10 Focusing on What's Important

   Rate _____1-10 Building your Legacy

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Great Job!

You've completed the Coaching Training Module Workbook!

Never stop learning.

Always look for ways you can strive to be the leader you are capable of being!

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