

Notes for running the Coacting Styles session(s)





Welcome

These notes are for the people who will lead or facilitate the session on **Coacting Styles**.

They give you general tips, guidelines and suggestions for how to use this resource and include:

- **Preparation** including Session Plan template and sample Session Plan
- **Leading the **Coacting Styles** session**
- **List of handouts**

NB

If you are in a very dysfunctional team or if there is serious conflict among team members, please ensure you bring in an experienced facilitator to use **Coacting Styles** with you as part of a broader development process.

**Do a trial run ahead of the session to be certain the sound
and video quality is what you need.**



Session Plan for Coacting Styles

Team:
Date:
No of people:



Purpose		
Objectives		
Video	Actual time (approx)	Notes / to do

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SAMPLE Plan for Coacting Styles

Team: Senior leadership

Date: 16 September 2020

No of people: 8

Purpose		To improve how we are perceived by others and how we relate to one another.
Objectives		<p>To raise awareness of individual impact on others</p> <p>To raise awareness of how other people impact on us</p> <p>To identify individual development points</p> <p>To agree team development points to improve team effectiveness</p>
Video t	Actual time (approx)	Notes / to do
	9.00	Introduction & scene setting
Part 1 Individual & Team Coacting Styles	9.10	<p>Start video 1</p> <p>Give out hand-outs at PAUSE points</p> <ul style="list-style-type: none"> • 30 words • Totals • My Coacting Styles (Individual Action) <p>For the 5 mins discussion at the end:</p> <ul style="list-style-type: none"> • Coacting Styles (full model)

Part 2 Qualities & Flip Sides	9.30	Start video 2
	9.40	After the Flip Side of HARMONISERS, pause the video to do the quiz: <ul style="list-style-type: none"> Predict who will be Get people to work in pairs and then use as a whole group activity for sharing answers
	10.00	Continue last few minute sof video Give out hand-outs at the end <ul style="list-style-type: none"> How to recognise the Coacting Styles How to adapt your Coacting Style Allow 5 mins to look through.

Part 3 Adapting your Coacting Styles	10.10	Start video 3
	10.20	At the end, ask people to work in pairs for the next practice sheet. Give out: <ul style="list-style-type: none"> Pairs Discussions
	10.50	Allow some general whole group discussion time.
Break	11.00	

Part 4 Teams	11.15	Start video 4
	11.25	Discuss the 4 team profiles at the PAUSE points
	11.40	Create this team's profile on a flip chart Give out <ul style="list-style-type: none"> My Team's Coacting Style Profile Team Profile Questions
	11.50	Facilitate discussion for each question
	12.25	Agree Team Action Points Agree how to review progress
	12.50	Play the end of the video
	12.55	Conclude with key points Agree where next
	1.00	Close

Part 5 Process		The process of Coacting Styles is useful as a follow up session to reinforce and apply the learning from Parts 1 – 4, once people have familiarised themselves with Coacting Styles and put their knowledge into practice.



Leading the Coacting Styles session

The environment

- 👤 Make sure everyone can see the presentation screen and hear the audio
- 👤 Allow space for moving around as people sit according to their Coacting Style, work in pairs and discussion groups
- 👤 Have spares – note paper, pens

Interacting with the presentation

The presenter indicates when to pause the presentation for group discussion, pairs work and individual reflection time. The session will be seamless if you have the handouts in order and at the ready.

Timing

How long you take for the session is for you and your group to decide. There is enough content for a half-day workshop, if you can comfortably allow process and full discussion time. Or, for a 1 day (or 2 x ½ day) workshop using all the practice sheets for higher level commitment and action.

Large groups

- 👤 Allow more time for moving around for discussion and pairs work.
- 👤 It gets noisy! Have a bell, whistle or very loud voice to get everyone's attention when you need to regroup.
- 👤 Get extra pairs of hands for giving out handouts, assisting with groups moving around etc.

Flexibility

These notes are for guidance. You know your team(s) so adapt the timing, the content and the practice sheets to fit where your team is at the moment.

Respond to their interest and requests. Make suggestions!

People do keep talking about the Coacting Styles, which is great for building momentum. Return to it and develop it further using the remainder of the practice sheets.

Do

Prepare well

Investing time ahead of the session, to familiarise yourself with the materials, will pay off on the day.

Plan

You decide how to tailor the session(s) to the time you have available; which videos, which handouts, which discussions etc.

Be honest

If people ask you questions about Coacting Styles that you don't know the answer to, commit to finding out the answer and getting back to them. If you're stuck on how to answer or respond, email us info@peopleintelligence.com and we'll get back to you with suggestions.

Be aware

This is a simple, broad brush model. It is NOT a personality diagnostic. If people want more detail or depth, you could consider a 360° feedback approach, psychometrics or diagnostic profiling.

Contact info@peopleintelligence.com for more information.

Reuse

You will all learn something new every time you use Coacting Styles. Situations and people change. The more you apply your awareness, the more you, and your people will see things differently.

Don't

Stereotype

Because people get enthusiastic about applying their learning, they'll tend to say to refer to one another as types. "You are an Achiever." etc. This can soon tip into stereotyping people. It's really important to reinforce:

- None of us are just one type
- We work with others through our *preferred* styles

Sometimes people focus more on the flip sides and/or are not so comfortable with their preferred style. This is when they may become sensitive to being 'labelled' as one particular style.



List of handouts & practice sheets

Basics for everyone

1. **30 words**
The table of words that starts the process for everyone.
2. **My Coacting Styles**
To see your style preferences and record key points for personal reflection & individual action
3. **Coacting Styles**
Reference sheet of the full Coacting Styles model
4. **Predict Who will be.....**
Quick quiz to check they've 'got it' so far
5. **Predictions for Who will be...(ANSWERS)**
More pointers than strict answers!
6. **How to recognise the Coacting Styles** *Ready Reference sheet for use with:*
7. **How to adapt your Coacting Style**
Useful tips ~ Suggest laminating these 2 back to back!

Team awareness

8. **My Team's Coacting Style**
To record key points for reflection and team action
9. **Team Profile Questions**
Discussion topics for increasing team effectiveness
10. **Team Dynamics**
Interactive exploration of different combinations of styles in teams
11. **Coacting Compass**
A different perspective to focus on, and prioritise the needs of a situation

Up a gear

Exploring things further for personal and team development 12.

30 words feedback

To check if other people perceive you the way you see yourself

13. **Pairs Discussion**
To raise and articulate personal awareness
14. **What motivates?**
Awareness raising discussion document on what makes people tick.....
15. **What demotivates?**
....and what doesn't make people tick.

Top gear

More challenging discussion content

16. **Creating Complementary Coacting Relationships**
For pairs discussion on how to bring out the best in one another
17. **Individual Action Plan**
To turn intention and high commitment into action.

