Procedures for peer coaching

Identify coaching pairs

- 1 Colleagues willing to enter the coaching process
- 2 Coachee to complete form to identify issue
- 3 Return form to ____ ___or to a coach
- 4 Good coaching match identified

Coaching takes place

- 1 Coaching pair established
- 2 Specific coaching focus agreed
- 3 Protocol signed by both colleagues
- 4 Work carried out within the terms of the protocol
- 5 Coach and coachee meet at least once a fortnight

Review and evaluation

- 1 Progress reviewed each half-term by the partners
- 2 Impact of the work agreed between the partners
- 3 Coaches keep a confidential log of their work
- 4 Coaches meet each half-term to review their work
- 5 General feedback to appropriate colleagues

Notes

- 1 The details of the coaching process remain confidential to the coaching pairs.
- 2 All written notes are the property of the coachee who may choose to share them with others.
- 3 In the review and evaluation process, names of coachees are not to be identified except with their agreement.

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