

Contact Hummdot  
Tel: 0845 051 9226  
Email: hello@hummdot.co.uk



### **Engaging Hummdot as a provider for Coaching:**

Firstly we like to make sure that coaching is the best option – for some guidelines on this, please visit our page on [COACHING](#).

#### **A 'Chemistry' Meeting:**

This is really important as we build trusted relationships with our coachees and so it's essential there's a good match. This is usually in the form of a meeting over coffee and a chat about what the coachee is hoping to achieve and what things are important to them. The Hummdot Coach will share more information about their background and approach and what to expect from the coaching engagement.

#### **The Engagement:**

Once a decision is made to proceed, we like to have a three-way conversation with the coachee and their line manager – we see our client as being both the coachee and the organisation that has engaged our services. At this meeting the line manager can share their expectations of the coaching process and we can ensure all three of us are clear on what those expectations are and are in agreement that they should be included in the coaching plan.

**Contracting** (this may follow on directly after The Engagement session or it may be a separate session):

This 1:1 session between coach and coachee is to ensure the following:

- Both are clear on roles and responsibilities
- Both are clear on rules of engagement (including policy on cancelling a session and the expectation of feedback to be provided to the coach)
- Issues around confidentiality are covered
- We explain the Code of Ethics that we abide by and what this means for the coachee
- The coaching plan is developed with clear goals and measurements of success
- If a 360 has been conducted then the feedback will be incorporated into the coaching plan. We highly recommend conducting 360 feedback prior to coaching; we can provide you with advice on how to do this if you don't have your own 360 system set up.

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**The Coaching Sessions:**

- We recommend a minimum of 3 sessions, the norm is around 6 – 7 sessions over a 5 – 6 month period
- They tend to take place every 3 – 4 weeks
- Sometimes sessions are more frequent in the first couple of months as the coachee focuses on immediate actions from their coaching plan
- Incorporated into our coaching sessions are some self-coaching techniques so that the coachee can manage their own learning in between sessions and can continue to self-coach once the coaching engagement has ended

**Wrap-up Session:**

Towards the end of the coaching engagement we like to have another three-way conversation with the coachee and their line manager to review the coaching plan and progress. If the coaching engagement is for a long period, e.g. 12 months, we recommend having a three-way conversation half way through the engagement to track progress and then another session at the end.

For more information on the Hummdot approach to coaching, give us a call or send us an email.