

## ABC's of *One-to-One Coaching*

**One-to-One Coaching** provides opportunities for persons in, or interested in, the local government profession (“Players”) to gain advice and insights from volunteer professionals (“Coaches”).

### ***What is One-to-One Coaching?***

It's open-ended and informal. The Player sets the agenda. How would you like to benefit? Maybe, you're looking for general career advice. Or, perhaps, you face some decisions and would value another perspective. Or, you may simply want to expand your network and get some better insights into the opportunities and challenges local government offers. Think about the ways in which you'd like to benefit. A volunteer Coach isn't expected to have all the answers. Rather, he or she will help you find the answers that are right for you.

***What are some guidelines to help the coaching discussions be productive?*** You can have a very productive coaching session in an hour or less. Don Maruska, Director of the ICMA Coaching Program, has prepared a handout “Being a Great Coach and a Winning Player.”

### ***What commitment is involved?***

It's up to the Player and the volunteer Coach. We recommend that you have a clear understanding about your relationship so that it's mutually rewarding. The draft “Statement of Mutual Understanding” on the next page offers some

items to discuss (confidentiality, topics of interest, availability, etc.) once you've found a match and decided that the chemistry is right to continue.

### ***How do I find a match?***

Register as a coach at *CoachConnect* at [icma.org/coaching](http://icma.org/coaching). Do you want someone in your area to meet with in person or are you interested in someone outside the area and plan to communicate by phone and email? Choose a prospective Coach. The system will connect coaches and players by email. Once the connection is approved by the coach, send him or her an email to schedule telephone appointment to explore the fit or begin your session.

### ***What do we do when it's time to change the relationship?***

The coaching arrangements are voluntary and either the volunteer Coach or the Player can change or end the relationship. We simply ask that you inform one another of the change in circumstances and give thanks for whatever you have gained together

Find more resources for you and your agency at [icma.org/coaching](http://icma.org/coaching).

## Statement of Mutual Understanding: One-to-One Coaching

We are voluntarily entering a coaching relationship which we hope will be of benefit to both of us and to our profession. We want this to be a rich, rewarding experience. The following elements outline how we intend to proceed.

**Confidentiality** (What information, if any, will you share with others about the details of your coaching relationship?)

**Intended duration of the relationship** (We suggest an initial term of 3 to 6 months.)

**Frequency and form** (in person, phone, email) of contact (We suggest connecting at least 1 time per month to maintain continuity and sustain momentum.)

**Approximate amount of time to be invested by Coach**

**Requested role of the Coach** (model, guide, observe and give feedback, recommend developmental activities, facilitate learning, suggest/provide resources, etc.)

**Additional points**

We agree to a *no-fault* conclusion of this relationship if, for any reason, it seems appropriate. We agree that the Player is responsible for his or her choices and actions throughout the One-to-One Coaching. The Coach and ICMA are not responsible for how the Player uses any advice or perspectives offered.

\_\_\_\_\_  
Coach

\_\_\_\_\_  
Date

\_\_\_\_\_  
Player

\_\_\_\_\_  
Date

For more information about One-to-One Coaching or other Coaching resources, visit [icma.org/coaching](https://icma.org/coaching)

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