**Coach at UCL: Internal coachee role and line-manager – description of roles**

**Pre-programme – application preparation:**

Please read the following document carefully, which outlines the role of the coachee and their line-manager.

Get in touch if you have any queries.

**Coachee**

**Time commitment:**

As a participant ‘coachee’ on the programme, we expect you to:

* Allocate and attend an average of 1 x 90-minute coaching session every other month for a minimum of 12 months.
* Be part of the Coach at UCL community and participate in other programme-related activities such as briefing sessions or review events.
* Submit feedback throughout the programme to help OD monitor progress, celebrate successes, and make any improvements.

**Tasks and responsibilities:**

* To enable and engage in a discussion with the coach around how to work together. (*E.g. frequency and length of meetings, format, ground rules, expectations*).
* Communicate openly with the coach to ensure that they understand barriers to your progress and coaching goals, and what success would look like (e.g. setting SMART goals).
* Take responsibility for driving the content of coaching sessions, including thinking in advance about the subjects you would like to address with your coach.
* Take ownership of the actions that come out of the sessions and responsibility for following through on them (recognising that the necessary action might change in between sessions but ensuring that some action is taken).
* Give feedback to the coach after each session through the online evaluation forms provided.
* Provide termly updates to your line-manager on coaching progress (without the need to divulge the detail of the sessions).
* Flag any concerns or issues with the coach and/or OD Team at the earliest opportunity.

**Skills and attributes:**

*Coachees are expected to be…*

* Motivated, engaged, and committed to the coaching process.
* Open to receiving constructive and sometimes challenging feedback.
* Prepared to hold a mirror up to own views/actions and engage in meaningful self-evaluation.
* Reflective (learning from experiences).
* Curious throughout the development journey.

**The role of the line-manager**

**Commitment:**

We are also looking to line managers to support you in your development throughout the programme, and sign off on this commitment, as it will be within your working hours.

**Pre-programme – application preparation:**

You and your line-manager should have a shared understanding of the benefits and goals of the programme to enable you to make the most of the opportunity.

Before applying, please have an open discussion with your manager around:

* Coachee expectations (*e.g. your commitments, giving you the dedicated workspace and time to focus on your coaching goals).*
* The desired outcomes that you are both expecting from the coach-coachee relationship (*this will form part of the application process*).

**Other line-manager tasks and responsibilities:**

## Ongoing commitment to the coachee's leadership enhancement and developmental journey.

## Supply brief feedback on the impact of the coaching on the coachee, against their developmental objectives and everyday performance, at the end of the programme.

**Useful links:**

* [Coach at UCL website](https://www.ucl.ac.uk/human-resources/learning-development/career-experiences/coaching-and-mentoring/coach-ucl).
* [UCL Ways of Working](https://www.ucl.ac.uk/human-resources/policies-advice/ways-working) (Professional Services Staff)
* [Academic Careers Framework](https://www.ucl.ac.uk/human-resources/sites/human-resources/files/ucl-130418.pdf) (Academic Staff)
* [Developmental Conversations](https://www.ucl.ac.uk/human-resources/learning-development/career-experiences/developmental-conversations)
* [UCL 2034](https://www.ucl.ac.uk/2034/)
* [Equality, Diversity & Inclusion (EDI) website](https://www.ucl.ac.uk/equality-diversity-inclusion/).

**Further information/reading:**

* [The Personal Benefits of Coaching – Institute of Coaching](https://instituteofcoaching.org/coaching-overview/coaching-benefits)
* [Coaching Vs Mentoring](https://www.ucl.ac.uk/human-resources/learning-development/career-experiences/coaching-and-mentoring/coach-ucl)