



5-Step Team Coaching Model- A snapshot.

Checking the preparedness of the team for team coaching:

Some of the questions that can be asked to check whether the team is ready for coaching.

- **Willingness to Change**

1. *Do team members generally express a desire for improvement or change?*
2. *Are there any underlying resistance or barriers to change within the team?*
3. *How open are team members to new ideas, perspectives, and approaches?*

- **Capacity to Change**

1. *Does the team possess the necessary skills, knowledge, and resources to implement changes?*
2. *Are there any structural or organizational factors that could hinder the team's ability to change?*
3. *How adaptable and flexible are team members in response to challenges or setbacks?*

- **Commitment to Change**

1. *Are team members willing to invest the time, effort, and energy required for change?*
2. *Is there a shared sense of ownership and responsibility for the change process?*
3. *How committed are team members to supporting each other and holding each other accountable during the change process?*



- *Introduction to 5-step Model Team Coaching*

Team coaching is a structured process designed to enhance collaboration, improve performance, and create synergy within teams. It focuses on aligning individual contributions with the collective goals of the team, enabling members to work more cohesively and achieve shared objectives.

This model follows five essential steps:

- 1. Align Purpose with Roles and Goals – The foundation of effective team coaching is ensuring that every team member understands the team's purpose and how their individual roles and responsibilities align with broader goals. This alignment fosters clarity and focus, setting a clear path for success.*
- 2. Team Dynamics and Internal Collaboration – At this stage, the focus shifts to analyzing how team members interact with each other. By improving communication, building trust, and strengthening relationships, teams can optimize internal collaboration and enhance overall efficiency.*
- 3. Value Anchoring and Deepening Team Learning – Teams must align their actions with core values. By embedding shared values in daily practices, team members develop a deeper understanding of how to work together and continue learning from each other, enhancing team cohesion and effectiveness.*
- 4. Foster Adaptability and Shared Responsibility – Teams need to be adaptable to changes and open to sharing responsibilities. Encouraging flexibility and collective ownership ensures that the team can handle challenges effectively, allowing them to thrive in dynamic environments.*
- 5. Align Actions with Goals and Celebrate Progress – The final step is ensuring that team actions remain aligned with the set goals. Tracking and celebrating progress not only boosts morale but also reinforces the importance of each member's contribution to the team's overall success.*



Sample questions and tools at each stage:

Step 1: Align Purpose and roles

- **Defining the team's purpose:** A team coach helps the team to clarify and articulate their purpose, ensuring that everyone understands the team's mission, vision, and goals.
 1. *What is the core mission of our team, and how does it align with the larger organizational vision?*
 2. *What are the key outcomes we want to achieve together, and why are they important to us?*
- **Identifying individual roles:** A team coach assists in identifying and defining individual roles within the team, ensuring that each member has a clear understanding of their responsibilities and contributions.
 1. *What are the key responsibilities of your role, and how do they contribute to the team's overall success?*
 2. *What strengths and skills do you bring to your role that can help the team achieve its goals?*
- **Aligning roles with purpose:** A team coach ensures that individual roles are aligned with the team's overall purpose, ensuring that everyone is working towards the same objectives and contributing to the team's success.
 1. *How does your current role directly contribute to our team's overall goals and mission?*
 2. *Are there any areas of ambiguity or overlap in your role that could be clarified?*



- *Creating a shared understanding: A team coach facilitates open communication and collaboration to ensure that all team members have a shared understanding of the team's purpose, goals, and roles. This helps to prevent misunderstandings and conflicts and promotes effective teamwork.*
 1. *What are your biggest concerns or questions about our team's goals?*
 2. *Are there any areas where you feel there is a lack of clarity or understanding?*

Some tools that can be used at this stage:

Visioning exercise, Purpose Mapping, RACI Chart, Strengths Assessment, One-on-One Meetings, Group Brainstorming

Step 2: Foster Collaborative Dynamics

- *Building trust: A team coach fosters trust among team members by creating a safe and supportive environment where individuals feel valued and respected.*
 1. *How can we create a more supportive and inclusive environment for everyone?*
 2. *What experiences have you had that have helped or hindered trust in previous teams?*
- *Improving communication: A team coach facilitates open and honest communication among team members, helping them to express their thoughts, ideas, and concerns effectively.*
 1. *Are there any communication barriers or misunderstandings that are impacting our team's effectiveness?"*
 2. *What are some effective communication strategies that we can adopt as a team?*



- *Addressing conflicts: A team coach helps to resolve conflicts constructively, using conflict resolution techniques and promoting a collaborative approach to problem-solving.*
 1. *What are the root causes of the conflict, and how can we address them directly?*
 2. *How can we approach this conflict in a constructive and respectful manner?*
- *Promoting teamwork: A team coach encourages teamwork and collaboration by emphasizing shared goals, promoting interdependence, and facilitating effective team dynamics.*
 1. *What are some ways we can encourage interdependence and collaboration among team members?*
 2. *How can we celebrate and recognize the contributions of each team member?*

Some tools that can be used at this stage are team-building Exercises, Active Listening Techniques, Non-Verbal Communication Training, Conflict Resolution Training, Win-Win Negotiation, Peer Recognition Programs, Cross-Functional Projects

Step 3: Establish Core Values and Learning Culture

- *Identifying core values: A team coach helps the team to identify and articulate their shared core values, which provide a foundation for decision-making and behaviour.*
 1. *What values do we believe are essential for our team's success?*
 2. *How can we ensure that our core values are reflected in our daily work?*
- *Embedding core values: Creating a learning culture: A team coach fosters a learning culture where team members are encouraged to continuously learn, grow, and develop. This can involve providing opportunities for training, mentoring, and knowledge sharing.*



- 1. What are the biggest barriers to learning and growth within our team?*
 - 2. How can we create a safe and supportive environment for continuous learning?*
- *Supporting team members' professional growth: A team coach supports the professional growth of individual team members by providing guidance, coaching, and mentoring. This can help team members to develop new skills, advance their careers, and reach their full potential.*
 - 1. What skills or knowledge do you need to develop to achieve your goals?*
 - 2. How can I best support your professional growth and development?*

Some tools that can be used at this stage:

Value Sorting Activities, Value Alignment Exercises, Learning Audits, Knowledge Sharing Sessions, External Training Opportunities

Step 4: Build Adaptability and Shared Ownership

- *Promoting adaptability: A team coach helps the team to develop the ability to adapt to changing circumstances and challenges, ensuring that they remain flexible and responsive.*
 - 1. How can we anticipate and prepare for potential challenges or changes in our environment?*
 - 2. How can we foster a culture of flexibility and open-mindedness?*
- *Fostering shared ownership: A team coach encourages a sense of shared ownership among team members, ensuring that everyone feels invested in the team's success and takes responsibility for their contributions.*
 - 1. How can we ensure that everyone feels invested in the team's success?*
 - 2. What are some ways to empower team members to take ownership of their work?*



- *Building resilience: A team coach helps the team to develop resilience, enabling them to bounce back from setbacks and challenges and to maintain their motivation and commitment.*
 1. *How can we develop our ability to bounce back from setbacks and challenges?*
 2. *What are some strategies for maintaining motivation and commitment during difficult times?*
- *Encouraging innovation: A team coach fosters a culture of innovation, encouraging team members to think creatively, experiment with new ideas, and take calculated risks.*
 1. *What are some barriers to innovation within our team or organization?*
 2. *How can we create a culture that encourages experimentation and risk-taking?*

Some tools that can be used at this stage:

Scenario Planning, Agile Methodologies, Empowerment Techniques, Growth Mindset, Support Networks, Idea Generation Techniques, Innovation Challenges

Step 5: Track Progress and Celebrate Achievements

- *Tracking progress: A team coach monitors the team's progress towards their goals, providing regular updates and feedback to ensure that they are on track.*
 1. *Are we on track to achieve our goals and objectives?*
 2. *"What are the key metrics or indicators that we should be monitoring?"*
- *Providing feedback: A team coach provides constructive feedback to team members, helping them to identify areas for improvement and develop new skills.*



1. *What are your strengths and areas for improvement?*
 2. *How can I support your development and growth?*
- *Recognizing achievements: A team coach recognizes and celebrates the achievements of team members, boosting morale and motivation.*
 1. *How can we recognize and reward individual and team achievements?*
 2. *How can we create a culture of appreciation and gratitude?*
 - *Learning from challenges: A team coach helps the team to learn from challenges and setbacks, identifying lessons learned and making necessary adjustments to improve future performance.*
 1. *What can we learn from our recent setbacks or challenges?*
 2. *How can we prevent similar issues from happening in the future?*

Some tools that are useful for this stage:

Project Management Software, Key Performance Indicators (KPIs), Root Cause Analysis