

## Sample activities for International Coaching Week (ICW) May 7 - 13, 2018

Below are six examples of activities and events you could run to engage individuals in your organization or in the community to celebrate International Coaching Week within your organization.

What you choose to do will depend on your capacity, the current visibility of coaching within your organization and the outcome you hope to achieve. A representative from our ICW planning committee will work with your contact to design relevant events and experiences.

<b>Activity</b>	<b>Coaching 101 presentation &amp; discussion about what is coaching.</b>	<b>Watch a coaching demo or video on coaching</b>	<b>VIA character assessment</b>	<b>Sample one on one coaching sessions</b>	<b>Workshop for managers</b>	<b>Post a daily quote related to coaching on the company's website during ICW, or through social media if used as a means of communication within the organization.</b>
<b>Purpose</b>	Increase awareness of benefits and impact of coaching.	Illustrate the process and skills used in a coaching session or coach-like conversation to show how listening, asking questions and drawing out solutions from the coachee can lead to better problem solving skills, increased confidence and engagement	Use an online assessment at no cost to help employees identify their strengths and areas for growth as a pre-cursor to a virtual or in person coaching session.	Illustrate the process and skills used in a coaching session and provide employees with the experience of coaching.	Practice how to be more coachlike when interacting with direct reports, colleagues and teams.	Tweak curiosity and increase awareness about what coaching is and the impact it can have on performance and productivity.
<b>Description</b>	Powerpoint presentation with information about the International Coach Federation, coaching in general, reasons the organization is engaging in ICW, activities planned for the day or week	Use video provided by ICF Toronto Chapter Planning Committee to show the coaching process and skills used by the coach to draw out responses from the coachee that increase awareness and insight.	Send out an invitation to employees to complete the free on-line self assessment on character strengths. Give the employee the opportunity to debrief the assessment and create an action plan with a certified / qualified coach sometime during ICW or within the month of May.	Send out an invitation in advance of May 7th to give employees the opportunity to participate in a coaching session. Coaches can be matched for virtual or in person sessions during the ICW week or throughout May.	Increase manager's awareness of the difference between coaching / or coach-like conversations and telling or advising. Give them an opportunity to practice effective listening, asking powerful questions and endorsing or acknowledging.	Generate comments and responses from employees about the quotes. Test the interest and level of knowledge. Encourage employees to post quotes that inspire them.

<b>Duration</b>	1 hour	20 minutes video with discussion, total time approx. 1 hour	Assessment takes approx. 15 minutes. Coaching session could be 45 - 60 minutes.	45 to 60 minutes	1 - 2 hours	Ongoing throughout the week
<b>Format</b>	In person or virtual	In person or virtual	In person or virtual	In person or virtual	In person workshop	Virtual
<b>Material</b>	<p>Invitations sent in advance</p> <p>In Person: room, laptop, projection screen, table set up</p> <p>Virtual: laptop, zoom or other video conferencing</p>	<p>Invitations sent in advance</p> <p>In Person: room, laptop, projection screen, table set up</p> <p>Virtual: laptop, zoom or other video conferencing application</p>	<p>Link to web page, matching of employee with coach</p>	<p>Private space for coaching to take place</p>	<p>Coach Facilitator, room, powerpoint presentation, practice exercises.</p>	<p>Social Media</p>