

# The Mississippi State Personnel Board

## Professional Coaching Program

*Professional coaching is an experiential and individualized leader development process that builds a leader's capability to achieve short- and long-term organizational goals.*

—Blanchard

### What Coaching Is

Coaching is a deliberate process using focused conversations to create an environment that results in individual growth, purposeful action, and sustained improvement.

It is “deliberate” in that the coach follows a prescribed process to identify and pinpoint a specific focus area of discussion, and then leads the person being coached to discover courses of action within that focus. Through the use of powerful questions posed by the coach, the person being coached finds new avenues of approach in addressing the focus issue and creates a purposeful action plan. Moreover, the coaching relationship creates accountability as the participant moves forward with implementing their action plan.

Action taken by the person being coached results in individual growth and sustained improvement. The goal of the coach is to promote self-sufficiency at a higher level of effectiveness in the person being coached.

### How Our Coaching Program Works

For participants to gain the most from their coaching experience, they need a clear understanding of what coaching is, what it is not, and what coaching can do for them. It is important that coaching participants WANT to be coached and have a fairly clear issue on which to focus during the coaching sessions. Our coaching programs are designed for professional development, not “developmental correction.”

The State Personnel Board will offer a three-hour training program for up to 20 specially-selected coaching clients. In this training session, participants learn more about the coaching process, meet their coach face-to-face, and address their expectations and concerns. It is at this session that the coaches and participants schedule their first of four coaching sessions. To maximize the participants' time in the training session, participants are asked to complete up to two hours of prework prior to attending the session.

After attending the training session, participants may opt out of the program if they feel coaching is not an approach they wish to take. A nominal fee is charged for the training session.

Each of the four coaching sessions will be up to one hour in duration scheduled no more than two weeks apart. All sessions are conducted over the phone at a time convenient to both the coach and the participant. The participant initiates the call unless otherwise arranged and agreed to by both the coach and the participant.

Coaching services are provided to selected employees of the State of Mississippi as follows:

- A three-hour training session, using two trainers (coaches).
- A package of four coaching sessions over the phone for up to one hour in duration each.

**Pricing Per Participant: \$525** (minimum 12, maximum 20)

Participants will be asked to sign and submit a “Coaching Agreement and Disclaimer” at the training session.

The participant’s agency will be charged \$25 if the participant opts out of coaching after the training session, but before receiving coaching.

### **Confidentiality**

It is important at this point to stress the confidentiality of the coaching process. The coaching staff will not disclose the content of any coaching discussion with anyone outside of the coaching relationship except as required by law regarding disclosed criminal or harmful conduct on the part of the participant.

### **Additional Coaching Sessions Available**

At the end of the four scheduled sessions, participants may opt for more sessions through the Mississippi State Personnel Board. Additional coaching packages will be priced as follows:

- Three-Session Package: \$375
- Four-Session Package: \$500
- Six-Session Package: \$725

