



The Literacy and Numeracy Secretariat  
Le Secrétariat de la littératie et de la numératie

### **Introduction to Coaching Chips:**

In follow up to Marjorie Shore's presentation at the Coaching Institute for Literacy and Numeracy Leaders on August 23, 2006, you will be receiving 7 Coaching Chips over the next two months. These Coaching Chips are sent to you from The Coaching Clinic on behalf of the Literacy and Numeracy Secretariat.

We'll start in this email with Measuring Progress. Subsequent emails will cover topics such as :

- Ending or Restarting the Coaching
- Team Design
- Life Stages of Teams
- Managing Conflict on Teams
- Determining the Causes of Problems
- Problem Identification Tips

Each email will be succinct. We aim to coach you in very short bursts so that we don't add to your workload.

## ***The Coaching Clinic™*** ***"working intelligence"***

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### ***Coaching Chip Number 1***

This Week:  
[Measuring Progress](#)

#### **1. Measuring Progress**

There will come a time in every coaching relationship where a time-out is needed for a reflective analysis of what's going on. This can lead to a revised action-plan and creative next steps.

Evaluate what is happening using the SMART acronym. Answer the

question; Has the coaching been . . .

**Specific. Measurable. Attainable. Relevant. Timely.**

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**Specific.**

Has the coaching talked about specific actions and learning the coachee can grasp or has it been vague?

**Measurable.**

Have there been measurable actions? In many cases the measure is "yes I did it" or "no I haven't yet". Have relevant milestones been reached? This may bring up the desire to celebrate some particular success.

**Attainable.**

Have you been talking about actions and learning that the coachee can actually do?

**Relevant.**

Has the coaching been truly relevant to the coachee? Has it been spot on to the subjects the coachee is involved in?

**Timely.**

Have the coach and coachee met at timely intervals and been in communication at critical times?

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