



## Preparing for Your First Coaching Meeting

AMA What to Expect from Medical School Coaching Series

### Learning Objectives

After watching this course, you will be able to:

- Define the roles and responsibilities of a coach and coachee
- Participate in establishing the coaching agreement with your coach
- Define your relationship with your coach
- Differentiate the roles of coach, advisor, and mentor

Module [Take Quiz](#)



AMA What to Expect from Medical School Coaching Series (REPLACE TEXT WITH DESCRIPTION OF COACHING SERIES)

Course 1 Home Page Image

Getty: 1177077789

Alt: A medical coach talks with a coachee

Are you a medical student about to enter into your first coaching experience? In this introductory course, you will learn what to expect from your coach and how to prepare for the initial coaching meeting. You will also learn how to participate in establishing a coaching agreement and building a relationship with your coach. This basic course will leave you feeling prepared for your first session with your medical school coach.

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# Preparing for Your First Coaching Meeting

START COURSE

DETAILS

Are you a medical student about to enter into your first coaching experience? In this introductory course, you will learn what to expect from your coach and how to prepare for the initial coaching meeting. You will also learn how to participate in establishing a coaching agreement and building a relationship with your coach. This basic course will leave you feeling prepared for your first session with your medical school coach.

**Instructions:** Click the Start course button above or navigate to a section below to begin.

- ☰ Introduction
- ☰ What Should You Expect from Your Coach?
- ☰ The Inexperienced Coach
- ☰ Reflection: The Inexperienced Coach
- ☰ The Experienced Coach
- ☰ Reflection: The Experienced Coach



Lesson 1 of 7

# Introduction

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- What Should You Expect from Your Coach?
- The Inexperienced Coach
- Reflection: The Inexperienced Coach
- The Experienced Coach
- Reflection: The Experienced Coach
- Summary

Are you about to participate in your first coaching experience? Are you familiar with mentoring and advising, but not coaching? In this course, you'll learn what to expect from a coach, and you'll watch two instances of a coach and coachee navigating their initial coaching meeting. One coach is inexperienced and new to coaching while the other is experienced at facilitating the first coaching meeting.

## Learning Objectives

After completing this course, you'll be able to:

- Define the roles and responsibilities of a coach and coachee
- Participate in establishing the coaching agreement with your coach
- Define your relationship with your coach
- Differentiate the roles of coach, advisor, and mentor

Click **Continue** to find out more about what you should expect from your coach.

**Continue**



Lesson 2 of 7

# What Should You Expect from Your Coach?



Introduction



What Should You Expect from Your Coach?



The Inexperienced Coach



Reflection: The Inexperienced Coach



The Experienced Coach



Reflection: The Experienced Coach



Summary

Since this may be your first time having a coach, you may not know what the experience could or should be like. As you are entering this relationship, you should know what to expect from your coach ahead of time.

One of the first steps should be the coach and the coachee working together to establish the coaching agreement. The coach will also help the coachee cultivate skills for self-management. This is supported by the coach doing the following:

- Sending relevant documents for the coachee to review prior to and during their meeting time
- Helping define the coach/coachee relationship
- Highlighting the difference between coach, advisor, and mentor

However, sometimes you may not have an experienced coach, or your coach may not know the basics of coaching.

Ideally, both the coachee and the coach will come prepared to give each other their undivided attention as they work together to establish their relationship and their coaching agreement.

*Continue*



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# The Inexperienced Coach

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In this scenario, the coachee meets with a faculty member who is new to the coaching program. As you watch the scenario unfold, do you notice the ways in which the coach fails to establish the coaching agreement and misses opportunities to remain on task? Additionally, pay attention to the coachee. Do they seem prepared for the meeting, and do they understand the purpose of the meeting?

Video: Inexperienced Coach



Transcript



## Knowledge Check

<INSERT Knowledge Check her from next page>

*Continue*

In this video, what is one hindrance to the coach building a relationship with the coachee?

- The coach helps the coachee set goals
- The coach is distracted by their email and phone**
- The coach has provided the coaching agreement
- The coach pays close attention to the coachee



Correct

That's correct! The coach is distracted by communication with other people on her phone and email, which hinders building a relationship with the coachee.

TAKE AGAIN



Incorrect. The coach is distracted by communication with other people on her phone and email, which hinders building a relationship with the coachee.



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# Reflection: The Inexperienced Coach

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This was the coachee's and coach's first encounter. How do you think they did with exploring expectations of one another? Did you hear the coachee express confusion over the purpose of their meeting? Remember, in the first meeting the coachee and coach are trying to develop a solid foundation in understanding their relationship and roles.

The coach should prepare for the meeting by:

- Setting the agenda for the first meeting to ensure the coachee comes prepared
- Engaging in a conversation about setting expectations of each other
- Clearly defining the parameters of the coach/coachee relationship
- Setting expectations for future meetings
- Engaging in an initial conversation about goal setting

By doing these simple tasks, coaches can help set the stage to help cultivate a coachee's self-management skills.

The coachee should prepare for the meeting by:

- Reading all relevant documents sent by the coach
- Reviewing the coaching agreement and identifying any changes they want to make
- Setting initial goals to discuss with the coach

*Continue*



Lesson 5 of 7

# The Experienced Coach

Let's take a look at this next video of an experienced coach who works to establish the coaching relationship and support the coachee's development towards self-management through coaching, as opposed to advising or mentoring. Although more and more schools and programs are using coaching models to support their learners, this first meeting will likely be your first exposure to coaching in an academic setting, and it will be helpful for you to understand the differences between coaching, mentoring, and advising.

What differences do you see in the coachee for this video? Do they seem more prepared than in the previous video and if so, why?

Video: Experienced Coach

Transcript +

<INSERT Knowledge Check here from next page>

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In this video, what does the coach say is the role of a coach, as distinct from a mentor or advisor?

- To help plan the coachee's course schedule
- To share real-world experiences
- To help the coachee set their own goals**
- To provide role modeling

SUBMIT



Correct

That's correct! The role of a coach is to help the coachee set his or her own goals and keep them accountable.

TAKE AGAIN



Incorrect. The role of a coach is to help the coachee set their own goals and keep them accountable. These other roles are filled by an advisor or mentor.



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# Reflection: The Experienced Coach

Hopefully you noticed the coachee and coach working together to establish and maintain their coaching relationship. For example, they:

- Jointly established their coaching agreement
- Ensured that they were fully prepared for their meeting by reviewing all pertinent data and documents
- Were fully present during their time together

You may have a mentor whom you ask questions of based on their experience or an academic advisor who helps you to meet academic goals. Coaching is a different relationship. Your coach should ask open-ended questions. Your coach should refrain from being directive, helping you set your own goals and leaving it to you to decide the course of your coaching experience. Your coach may ask probing questions and listen in order to teach and support behaviors of self-management.

*Continue*



Lesson 7 of 7

# Summary

Ensuring a productive first coaching meeting does not rest solely on the shoulder of the coach. Although the coach facilitates the meeting by sending the initial documents, there is much that you can do as the coachee to make your first meeting successful.

You should prepare for and participate in your first coaching meeting by:

- Reviewing relevant documents prior to the meeting
- Setting initial goals to discuss during the meeting
- Establishing the coaching agreement
- Working with the coach to establish the coaching relationship
- Recognizing coaching behavior, rather than mentoring or advising

**You should now be able to:**

- Define the roles and responsibilities of a coach and coachee
- Participate in establishing the coaching agreement with your coach
- Define your relationship with your coach
- Differentiate the roles of coach, advisor, and mentor

**You've now completed "Preparing for Your First Coaching Meeting." You may use the menu bar to return to any section you would like to review.**

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Return to the AMA Ed Hub™ activity and click the Take Quiz tab to proceed.

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Introduction



What Should You Expect from Your Coach?



The Inexperienced Coach



Reflection: The Inexperienced Coach



The Experienced Coach



Reflection: The Experienced Coach



Summary