

## Coach/Coachee Roles

The two people with assigned roles in the Coaching relationship are the coach and the coachee. They will work closely together to help the coaching progress. Who do you think would *normally* perform the following tasks?

This questionnaire could be used as a prompt to help you clarify roles.

	Coach	Coachee	Either	Other
1. Decide agenda for the meeting				
2. Keep discussion focussed on the issue				
3. Agree ways of proceeding				
4. Set up recording mechanisms				
5. Organise copy & storage of records				
6. Ensure that confidentiality is maintained				
7. Ensure any agreed action is followed through				
8. Make arrangements for rooms etc.				
9. Deal with conflict				
10. Summarise discussions				
11. Report progress				
12. Ensure all perspectives are heard				
13. Ensure understanding of what is happening				
14. Enforce the keeping of ground rules				
15. Move the meeting through the agenda				
16. Explain the role of the coach				
17. Reflect on how you are working together				
18. Scribe for the meeting				

(Source: Simmons/Dickinson)