



Ianagement Institute fo National Development Training for Public Service Excellence Coaching Through Change and Transition

# **Coaching** Through Change and Transition Day 1

An in-depth experiential program for leaders to develop and enhance coaching skills to support workplace change initiatives





#### Coaching Through Change and Transition

### Welcome to Day 1

- 8:30 Welcome and Introductions
- 10:00 Introduction to Change and Transition
- 12:30 Lunch
- 1:30 Navigating Change and Transition
- 3:00 Coaching Through Change and Transition
- 3:45 Recap and Review Tomorrow's Agenda
- 4:00 End

### Transform yourself. Transform the World.

Naropa University





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What is your name and what do you do? What is one thing you like about your job? What is one challenge you are facing? What is your intention or aspiration for this course?





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#### Coaching Through Change and Transition







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We live in a **VUCA** world

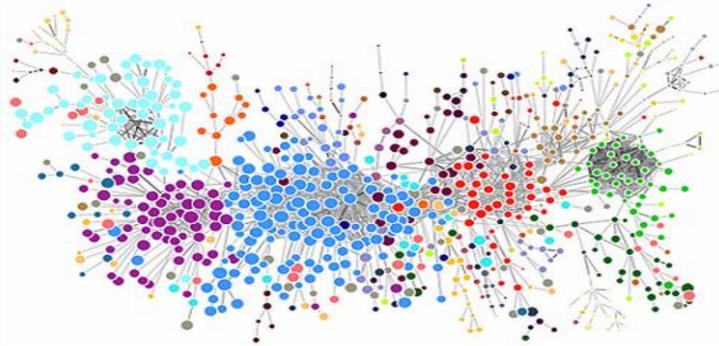
# Volatility



# Uncertainty



# Complexity



# Ambiguity



# Living in a VUCA World







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# What can we do?





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#### Shift the Focus FROM "Outside" TO "Inside" **V**olatility Values **U**ncertainty **U**nderstanding Complexity **C**onnection **A**mbiguity **A**uthenticity





Coaching Through Change and Transition

### Learn to Respond Rather than React







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#### Coaching Through Change and Transition

### React

- Play "not to lose"
- Fear of loss
- Desperation / fear
- Root self-esteem in appearance & comparison to others
- Survive

### Respond

- Play to "create" or to "contribute"
- Abundance
- Aspiration / inspiration
- Root self-esteem in capability to learn and long term success
- Thrive





Coaching Through Change and Transition

### **Creating a Learning Container**

What agreements can we create for our group to fully realize our intentions for this class and to maximize our learning?

What are your suggestions?





Coaching Through Change and Transition

### Mission of the Ministry of Finance and the Public Service

We combine professionalism and expertise in the pursuit of sound socio-economic and financial policies for the achievement of sustainable growth and development.







### **Small Group Conversations**

- What change are you trying to bring about in Jamaica and in the Ministry?
- What will actually be different because of the change?
- Who will be impacted?
- Who will lose what?
- Who will benefit from the change?





#### Coaching Through Change and Transition

### Leading Change

### 1. Preparing for the Change

2. Managing the Change

3. Reinforcing the Change

PROSCI, 2018





#### Coaching Through Change and Transition

### The Leader's Role in Change

- Model the Change
- Communicate about the change
- Involve others in the change
- Help others break from the past
- Create a supportive learning environment





#### Coaching Through Change and Transition

# What Employees Need for a Successful Change

- Awareness of the need for change
- Desire to participate and support the change
- Knowledge on how to change
- Ability to demonstrate the new skills and behaviors
- **R**einforcement to sustain the change





#### Coaching Through Change and Transition

### **Change and Transition**

Changes of any sort—even though they may be justified in economic or technological terms—finally succeed or fail on the basis of whether the people affected do things differently.

- William Bridges, Managing Transitions (1991)





Coaching Through Change and Transition

### **Change and Transition**

**Change** is situational and "external" It is the move to a new site, the retirement of the founder, the reorganization of the roles on the team, the revisions to the pension plan. The starting point is the desired outcome.





Coaching Through Change and Transition

### **Change and Transition**

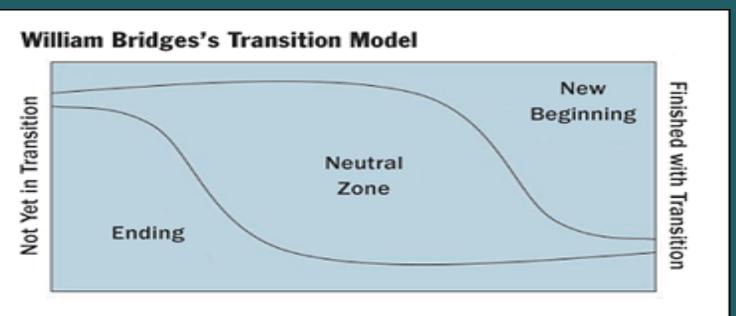
**Transition,** is psychological or "internal" It is a three-phase process that people go through as they internalize and come to terms with the details of the new situation that the change brings about. The starting point is the ending......and transitions aren't optional!





#### Coaching Through Change and Transition

### **Bridge's Model of Transitions**



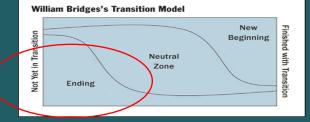
Bridges (1991)





#### Coaching Through Change and Transition

### Endings or "Letting Go"



#### Description:

- The first phase of transitions begins with recognizing and experientially engaging what is coming to an end. Before beginning new way of doing things, one must let go of the former ways.
- This phase starts with naming endings and loss. What is ending?
- This phase ends with acceptance of loss





#### Coaching Through Change and Transition

### **Endings: Common Experiences**

What staff, colleagues or partners *and ourselves* may experience or exhibit during the ending phase:

- Anger/Frustration
- Stress
- Confusion
- Sadness/Grief
- Denial
- Resistance (It's not necessarily the change, it's the resistance to letting go)
- Overreaction
- No Reaction

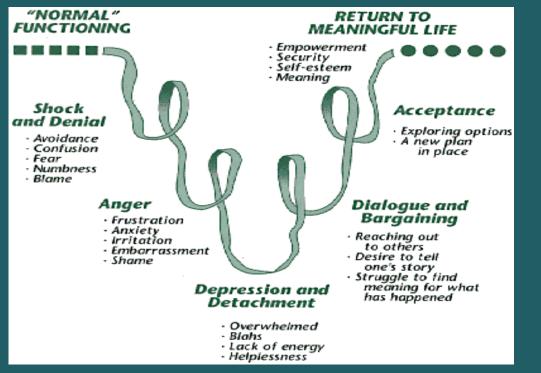




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#### Coaching Through Change and Transition

### **Phases of Grief**



Kubler-Ross, 1969





#### Coaching Through Change and Transition

### **Endings: Conversation**

- What is ending in the MOFPS?
- What losses are occurring?
- How are people responding?
- How are you responding?
- What is needed?
- What might you do as a leader to help?





#### Coaching Through Change and Transition

### **Endings: Leadership Choices**

# Steps leaders can take to facilitate others traversing through the Endings phase:

- Describe the change in detail and define what's over and what's not
- Communicate again and again and again even if it's uncomfortable information
- Openly acknowledge the loss
- Look at what is behind the loss "overreaction"
- When applicable, compensate for loss



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### **Endings: Leadership Choices cont.**

- Learn about the grief cycle and how to engage people at the different stages
- Understand that people will traverse the grief cycle in different ways and at different rates
- Treat the past with the respect it deserves
- Listen and reflect--don't get defensive or argumentative
- Don't try to talk people out of what they're feeling or push people through the process

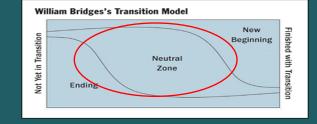
#### Journaling





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### **Neutral Zone**



#### **Description:**

 Also known as "the wilderness", this is that place of "in-between". Neither the ending nor the new beginning and between what was and what will be. This is a time of uncertainty, disorientation, self-doubt, confusion and mixed messages. It is also a time of new possibilities and innovation.

#### This phase starts with:

The reckoning of loss

#### This phase ends with:

 A more grounded experience and understanding of sense of purpose and the "new beginning"





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### **Neutral Zone: Common Experiences**

- Fear of what may be ahead
- Frustration with the challenges of just getting something accomplished
- Some wanting to rush forward while others want to go back to the old ways
- Anxiety, tiredness, confusion
- Decline in motivation, increase in absenteeism, turnover, illness, disorganization
- Resurgence of issues thought previously resolved
- Frustration with management





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### **Neutral Zone: Conversation**

- What are some common assumptions?
- What might people be afraid of?
- How are they behaving?
- How are you behaving?
- What is needed?
- What might you do as a leader to help?





#### Coaching Through Change and Transition

### **Neutral Zone: Leadership Choices**

Steps leaders can take to facilitate others traversing through the Neutral Zone phase:

- Set shorter range and realistic goals
- Validate current experiences
- Offer opportunities to develop new skills and knowledge
- Consider revising policies, procedures for this phase
- Engage the organization in communication

#### Journaling



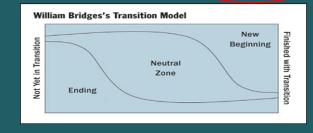


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#### Coaching Through Change and Transition

### **New Beginnings**

"More beginnings abort because they were not preceded by well-managed endings and neutral zones than for any other reason."



#### **Description:**

 This phase is the arrival into the new way of doing things and the new way of "being". It is a connection between the new opportunity presented by the change and an authentic, deeply felt sense of purpose.

#### This phase starts with:

Clear and authentic sense of purpose





### Coaching Through Change and Transition

# New Beginnings: Common Experiences

- Excitement
- A feeling of new identity
- Anxiety, "Will this work?" (I hope it will!)
- Fear of failure
- May trigger old memories failure, making a mess
- For some, spoils the pleasure of being in the neutral zone
  - Interesting ambiguity
  - Less pressure, stress





### Coaching Through Change and Transition

# **New Beginnings: Conversation**

- Is there a new sense of purpose?
- What new possibilities are emerging?
- What is known and not yet known?
- How are people responding?
- How are you responding?
- What is needed?
- What might you do as a leader to help?



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### Coaching Through Change and Transition

# New Beginnings: Leadership Choices

#### Steps leaders can take to facilitate others through New Beginnings:

- Clarify and communicate the Purpose/Mission
- Help people experience what success will look like and feel like
- Provide consistency and establish new commitments
  - Communication and actions
  - Rewards and reinforcement
- Enable quick successes
- Celebrate Successes

#### Journaling







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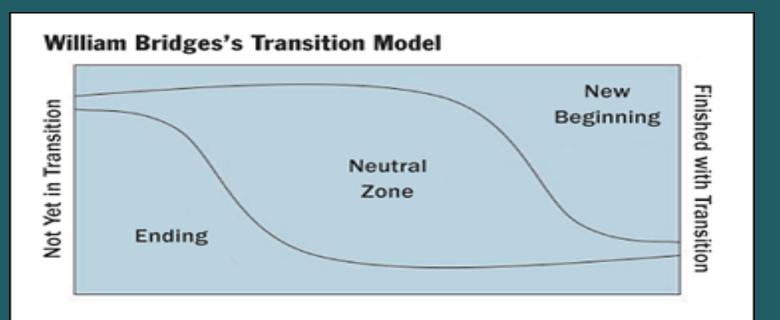
### Coaching Through Change and Transition





### Coaching Through Change and Transition

### **Bridge's Model of Transitions**







### Coaching Through Change and Transition

# Why Coaching?

- Identified by the MoFPS as an essential skill
- Overcomes resistance, strengthens commitment; enhances employee performance
- Helps managers be more effective in time of change.
- Enables managers to grow their team's capacity



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# What is Coaching?

Coaching provides support and guidance for individuals moving through a change process toward greater effectiveness and fulfillment.





### Coaching Through Change and Transition

# What Will You Learn?

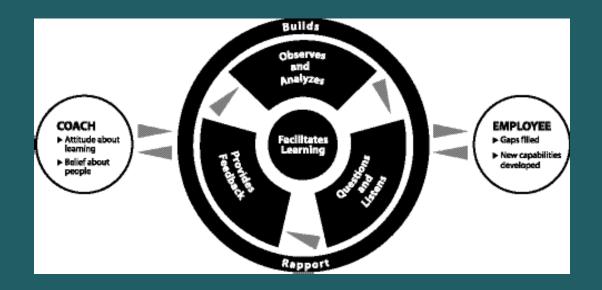
- A framework for understanding and managing change
- The benefits of coaching for management effectiveness
- The importance of coaching in supporting employees through change and transition
- A comprehensive coaching methodology
- Specific coaching skills and how and when to use them





#### Coaching Through Change and Transition

# **Coaching Through Change and Transition**







### Coaching Through Change and Transition

### **Group Conversation**

- How and where might coaching be useful during change and transition?
- What questions do you have about coaching and the coaching process?



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### Coaching Through Change and Transition

# Evening News

- Key takeaways or insights?
- What was most helpful?
- Suggestions for improvement?
- Preview of tomorrow





# **Coaching** Through Change and Transition Day 2

An in-depth experiential program for leaders to develop and enhance coaching skills to support workplace change initiatives





### Coaching Through Change and Transition

# Welcome to Day 2

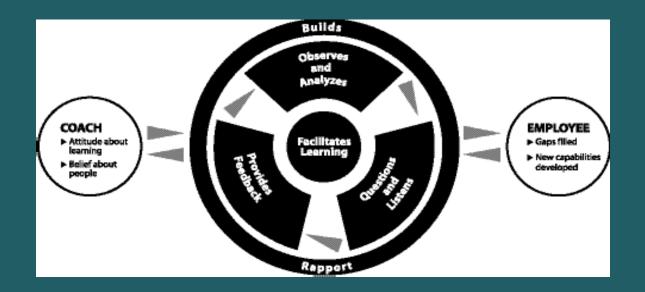
- 9:00 Check In
- 9:30 Introduction to the Coaching Model
- 10:30 Feedback from Coaching Assessment
- 11:30 Personal Development Plans
- 12:30 Lunch
- 1:30 Practice First Two Coaching Competencies
- 3:45 Recap and Review Tomorrow's Agenda
- 4:00 End





#### Coaching Through Change and Transition

### **The Coaching Process Model**





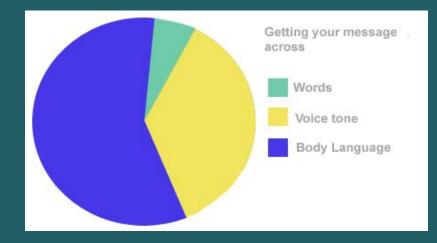


### Coaching Through Change and Transition

# **Builds Rapport**

# Goal: To increase understanding and trust

- Be present
- Mirror the individual's behavior
- Be approachable
- Build trust and safety
- Be aware of power differential (leveling the playing field)







### Coaching Through Change and Transition

# **Observes and Analyzes**

Goal: To foster coach's observation and awareness skills in order to help employees be more effective

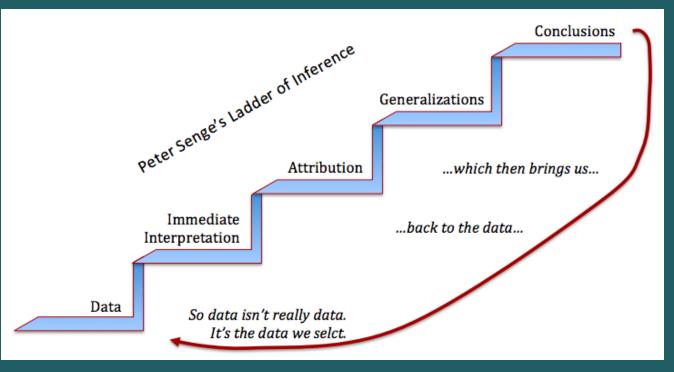
- Make sure the performance standard is clearly understood
- Consider the impact of actions (might be different than intent)
- Make a note of what is working and what is not working





### Coaching Through Change and Transition

### **The Ladder of Inference**







### Coaching Through Change and Transition

### **Questions and Listens**

Goal: To foster better understanding and consideration of new possibilities and perspectives

- Suspend judgment
- Recognize that people differ in their ability to get their meaning across.
- Develop your skill of Inquiry







### Coaching Through Change and Transition

### **Provides Feedback**

"The greatness of a man is not in how much wealth he acquires but in his integrity and his ability to affect those around him positively."

- Bob Marley

Goal: To foster new insights and improve performance.

- Link feedback to what matters
- Be a positive influence
- Advocate for what is important and why





### Coaching Through Change and Transition

### **Facilitates Learning**

Goal: To foster an environment in which learning is viewed as important and valuable

- Create a supportive work environment
- Focus on progress, not perfection
- Reinforce the change and why it is important
- Leader as learner







### Coaching Through Change and Transition

# **Preparing to Receive Feedback**

- Breathe
  Feel
  Relax
  Detach
- 5. Appreciate





Coaching Through Change and Transition

# **Review Feedback from Assessment**

- 1. Read through your report
- 2. Identify any gaps between your self-assessment and the assessment of others
- 3. Identify two strengths and two areas for improvement



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### Coaching Through Change and Transition

# **Personal Development Plan**

- 1. Set intention for development
- 2. Assimilate information from report
- 3. Access your motivation to bridge the gap
- 4. Explore tools and techniques that can expand your capacity
- 5. Actively engage in the change process



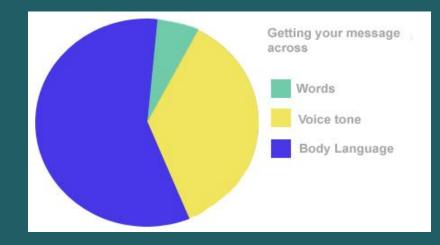


### Coaching Through Change and Transition

# **Builds Rapport**

# Goal: To increase understanding and trust

- Be present
- Mirror the individual's behavior
- Be approachable
- Build trust and safety
- Be aware of power differential (leveling the playing field)





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### Coaching Through Change and Transition

# Builds Rapport: Exercise

1. Respond to the following questions individually.

2. Then at your table, discuss your responses.

3. Generate a list of future coaching tips with your group.





### Coaching Through Change and Transition

# **Builds Rapport: Individual Questions**

Think of a person with whom you tried, but seemingly were unable to build rapport.

- What were some of the techniques you used to try to establish positive rapport with this individual?
- Why do you think it was difficult to build rapport with this person?
- Based on what you've learned, what might you do differently next time?





### Coaching Through Change and Transition

# **Builds Rapport: Role Play**

- Share your examples in your group and select 2 that your group wants to role play (10)
- 2 people role-play the first one and others observe (10)
- Observers share what they saw (5)
- 2 other people role-play the second one while others observe (10)
- Observers share what they saw (5)
- Write coaching learnings and suggestions on the back of worksheet (5)





Coaching Through Change and Transition

# Your Building Rapport Commitment

"Each time I am building rapport with someone, I will...."





### Coaching Through Change and Transition

# **Observes and Analyzes**

Goal: To foster coach's observation and awareness skills in order to help employees be more effective

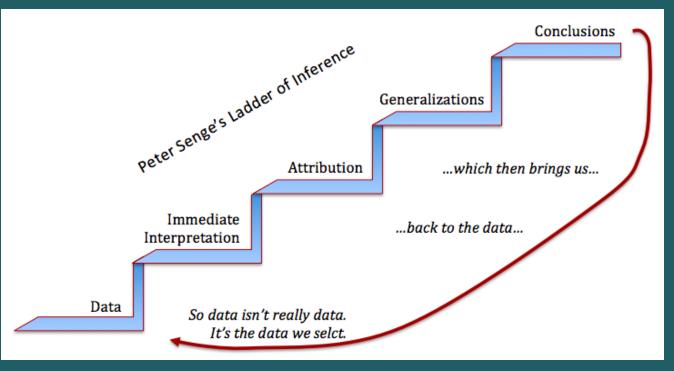
- Make sure the performance standard is clearly understood
- Consider the impact of actions (might be different than intent)
- Make a note of what is working and what is not working





### Coaching Through Change and Transition

### **The Ladder of Inference**





Advocacy



### Coaching Through Change and Transition

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#### **The Ladder of Inference**

We take actions - based on beliefs

We adopt beliefs about the world (confirm our mental models)

We draw conclusions - generalize (stereotypes)

We make assumptions (attributions of reasoning & motives)

We interpret and add meanings (cultural & personal)

We select data from what we observe

Observable data-(as video recording might capture)

from Peter Senge - Schools that Learn



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### Coaching Through Change and Transition

# **Observing and Analyzing Data: Exercise**

- 1. Choose a partner to work with.
- 2. Choose and agree on a situation to observe for 10-15 minutes
- 3. Take notes individually with the Observation Questions
- 4. Discuss your responses with your partner
- 5. Generate a list of future coaching tips.





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# **Observing: Individual Questions**

- Describe the scenario that you are observing.
- Without listening to what the people you may be observing are saying, describe what you think is happening.
- What actions/behaviors indicate to you that this is happening?
- How are the people interacting with each other? What does their body language imply?



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### Coaching Through Change and Transition

# **Observing: Partner Questions**

- How similar or different were your descriptions of the situation and what occurred?
- What did you notice about your partner and vice versa?
- To what extent can you rely solely on observation to gain a clear understanding of a situation? What else might you do?
- Why is it important to establish expectations with the person you are coaching prior to observing him or her?
- What did you learn about your powers of observation?





### Coaching Through Change and Transition

# **Observing and Analyzing: Role Play**

- Share your examples in your group and select 2 that your group wants to role play (10)
- 2 people role-play the first one and others observe (10)
- Observers share what they saw (5)
- 2 other people role-play the second one while others observe (10)
- Observers share what they saw (5)
- Write coaching learnings and suggestions on the back of worksheet (5)





Coaching Through Change and Transition

### Your Observing and Analyzing Data Commitment

"Each time I am observing or analyzing data, I will...."



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#### Coaching Through Change and Transition

### **Evening News**

- Key takeaways or insights?
- What was most helpful?
- Suggestions for improvement?
- Preview of tomorrow





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## **Coaching** Through Change and Transition Day 3

An in-depth experiential program for leaders to develop and enhance coaching skills to support workplace change initiatives





#### Coaching Through Change and Transition

### Welcome to Day 3

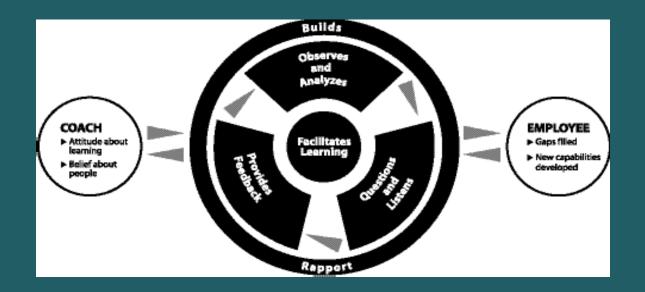
- 9:00 Check In
- 9:30 Learn and practice coaching skills
- 12:30 Lunch
  - 2:00 Putting it All Together
  - 3:00 Debrief
  - 3:45 Evaluate workshop
  - 4:00 End





#### Coaching Through Change and Transition

### **The Coaching Process Model**







#### Coaching Through Change and Transition

### **Questions and Listens**

Goal: To foster better understanding and consideration of new possibilities and perspectives

- Suspend judgment
- Recognize that people differ in their ability to get their meaning across.
- Develop your skill of Inquiry







#### Coaching Through Change and Transition

### **Exercise -Questions and Listens**

Working in pairs, interview your partner with these questions:

- Think of an occasion on which you were really listening to someone. What were you doing when you were listening to understand?
- What do you pay attention to when someone is talking to you?
- What types of questions (open-ended, closed, etc.) do you find most effective?
- What nonverbal behaviors do you notice when listening effectively? Why is it important to be aware of nonverbal behaviors?
- What percent of time do you spend listening as opposed to talking? What do you think is a good ratio? Why?





### **Considerations – Questions and Listens Exercise**

- Based on the interview you just completed, what have you learned about listening that you can apply to your interactions with others?
- What could you do more of when listening to understand?
- What could you do less of when listening to understand?
- How will better listening skills improve your ability to be coached as well as to coach others?





### **Question and Listening Group Exercise**

- Share your examples in your group and select 2 that your group wants to role play (10)
- 2 people role-play the first one and others observe (10)
- Observers share what they saw (5)
- 2 other people role-play the second one while others observe (10)
- Observers share what they saw (5)
- Write coaching learnings and suggestions on the back of worksheet (5)





#### Coaching Through Change and Transition

### Your Questioning and Listening Commitment

#### "Each time I am listening and asking questions, I will...."





#### Coaching Through Change and Transition

### **Provides Feedback**

"The greatness of a man is not in how much wealth he acquires but in his integrity and his ability to affect those around him positively."

- Bob Marley

Goal: To foster new insights and improve performance.

- Link feedback to what matters
- Be a positive influence
- Advocate for what is important and why





Coaching Through Change and Transition

### **Provides Feedback**

### Leadership Essentials--SBI • Situation • Behavior

• Impact

# And then make a "request" for the behavior you want to see.





#### Coaching Through Change and Transition

### **Exercise – Provides Feedback**

#### Compare and learn from feedback experiences.

Identify two feedback conversations that you have had – one positive and one negative.

- 1. Respond to the following questions individually.
- 2. Then at your table, discuss your responses.
- 3. Generate a list of future coaching tips with your group.





#### Coaching Through Change and Transition

### **Questions to Consider – Feedback Exercise**

#### For each of your two situations:

- How did the person begin the conversation?
- How did the person describe the situation to you?
- What did the person do to clarity what occurred?
- What did the person do to encourage ideas and explore alternatives?
- What was the outcome of the discussion?





### Questions to Consider, part 2 – Feedback Exercise

- Prior to receiving feedback, how did you feel about each situation?
- What did the person in Situation 1 say or do differently from the person in Situation 2?
- How did the outcomes differ? Why?
- Think about how you typically provide feedback to others? Are your behaviors similar to those described in Situation 1 or Situation 2?
- What could you do more of or less of when providing feedback to individuals, especially feedback for improvement?





#### Coaching Through Change and Transition

### **Feedback Exercise Application**

Reflect on a situation in which you need to provide feedback. Practice your feedback using the following: Situation Behavior Impact

And then make a "request" for the behavior you want to see





### **Feedback Group Exercise**

- Share your examples in your group and select 2 that your group wants to role play (10)
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- Write coaching learnings and suggestions on the back of worksheet (5)





Coaching Through Change and Transition

### Your Providing Feedback Commitment

"Each time I am providing feedback to someone, I will...."





#### Coaching Through Change and Transition

### **Facilitates Learning**

Goal: To foster an environment in which learning is viewed as important and valuable

- Create a supportive work environment
- Focus on progress, not perfection
- Reinforce the change and why it is important
- Leader as learner







Coaching Through Change and Transition

### **Exercise – Facilitates Learning**

- 1. Respond to the following questions individually.
- 2. Then at your table, discuss your responses.
- 3. Generate a list of future coaching tips with your group.





Coaching Through Change and Transition

### **Facilitates Learning Exercise**

Reflect on a new learning experience in which you have recently participated (such as this workshop)

- How did it feel to be a "beginner"? What were the pros and cons of stepping outside of your area of expertise?
- Who helped you through your new learning experience? What guidance and support did you receive?
- What did you learn about yourself?
- Identify 2-3 actions you can take to encourage others to step outside of their "comfort zones" and have a more positive learning experience.





#### Coaching Through Change and Transition

### **Facilitates Learning Group Exercise**

- Share your examples in your group and select 2 that your group wants to role play (10)
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- Write coaching learnings and suggestions on the back of worksheet (5)





#### Coaching Through Change and Transition

### Your Facilitating Learning Commitment

# "Each time I am facilitating learning with someone, I will...."





### Putting it all Together

- How would you describe your level of commitment to this process?
- How many hours of practice are you willing to commit?
- How are you planning to practice your coaching skills and with whom?
- How will you schedule meetings with your own coach?
- What else might support your learning?





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### **Evening News**

- Key takeaways or insights?
- What did you find helpful?
- Suggestions for improvement?
- Workshop evaluation





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## Thank You!