

## E-DECO trainer manual

- This manual is based on what was covered during the training in Lithuania. Please adapt the material according to local needs, your own style as a trainer and the background and learning styles of the participants.
- Following categorization is used for covered themes

Presentation slides/Theory

Exercises

Hints and tips

This material is made by Marika Alhonen and Taina Mikkola, HAAGA-HELIA University of Applied Sciences

E- DECO 'Developing teachers' skills on coaching, e-environments and entrepreneurship 2013-1-F11-LEO05-12566

## E-DECO competences

### Coaching

- [ICF coaching competences](#)
- Understanding of own role as a coach /teacher
- Ability to choose coaching tools suitable for oneself / learners / context
- Having a strong interest in developing other people
- Having a strong commitment to one's own development

### Entrepreneurship

- Seeing entrepreneurship as an attitude and a mindset
- Having drive and passion for what one does, and is able to take risk-taking
- Being able to take action, accept failure and strive for learning
- Understanding the importance of networking and being able to develop them
- Having thorough self-esteem as the foundation

### Teaching in e-environments

- Courage to try out new e-tools
- Ability to be comfortable with using e-tools in teaching
- Adaptation of own communication style to suit the e-environment
- Ability to adapt central principles of "gamification" to own work

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## Content

[Introductions and setting the scene](#)

[Basic principles of coaching](#)

[Communication tools](#)

[Coaching tools](#)

[Values](#)

[Own role as a teacher and coach](#)

[Ethical questions](#)

[Finding the idea, innovation](#)

[Risk taking](#)

[Peer coaching and coaching over the distance](#)

[Other materials](#)

Please note! Links are active when the slide set is in presentation mode

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## INTRODUCTIONS AND SETTING THE SCENE

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### Introductions and getting to know each other

It is very important to put enough time on setting the scene, preparing the participants for what will happen and let everyone speak out about their expectations.

- What are your expectations for this week?
  - Collect expectations on a flip chart and discuss together
- Why are we here?
  - To learn about coaching and coaching skills
  - To learn and understand an entrepreneur attitude
  - To practice coaching tools
  - To build a training content and methods → throughout the training think about: How would you implement this? How would you run exercises?
- What will we do?
  - Discuss, practice, learn, test, step outside comfort zone, reflect, evaluate
- Getting to know each other and building trust
  - Select on exercise from the next slide
- Structure of the week and the first day
  - Present the agenda for the week
  - Present the agenda and detailed schedule for the first day

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## Exercise, Getting to know each other

- Using cards: you get 3 -5 cards randomly. Your task is to trade cards so that you have a set that show your values, interests, experience, dreams etc. Introduce yourself to the group
- People bingo. Find out who likes what and fill in a name in every box in your table.
- Tell 3 things about yourself, of which 1 is a lie. The next person guesses which is a lie.
- Interview your partner. Draw a picture of your partner and introduce her/him.
- Who would you rob a bank with / clean the basement / travel around the world in a boat with?

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## Hints and tips, Setting the scene

- Write a coaching contract: checklist
  - ✓ Roles of the coach and the coachee
  - ✓ Responsibilities of the coach and the coachee
  - ✓ Context and aim of coaching process
  - ✓ Confidentiality
  - ✓ The ways of ways of working
  - ✓ Duration of coaching process
  - ✓ How often do you meet?
  - ✓ Policy of cancelling a meeting
  - ✓ Payment / credits etc.

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## BASIC PRINCIPLES OF COACHING

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### Basic principles of coaching

- Difference between instructing and coaching
- ICF definition <http://www.coachfederation.org/>
- Different type of coaching and instruction methods
- Coaching elements: goals, solutions, resources, strengths and responsibility
- Potentiality of people
- Background materials:
  - Whitmore: Coaching for performance
  - Clutterbuck: Making coaching work

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#### **Mindset**

- Beliefs, values, attitude
- How own beliefs are visible when coaching others?
- What are my values?
- What is my attitude towards other people?



#### **Skillset**

- Skills and competences
- Listening, asking questions, summarizing



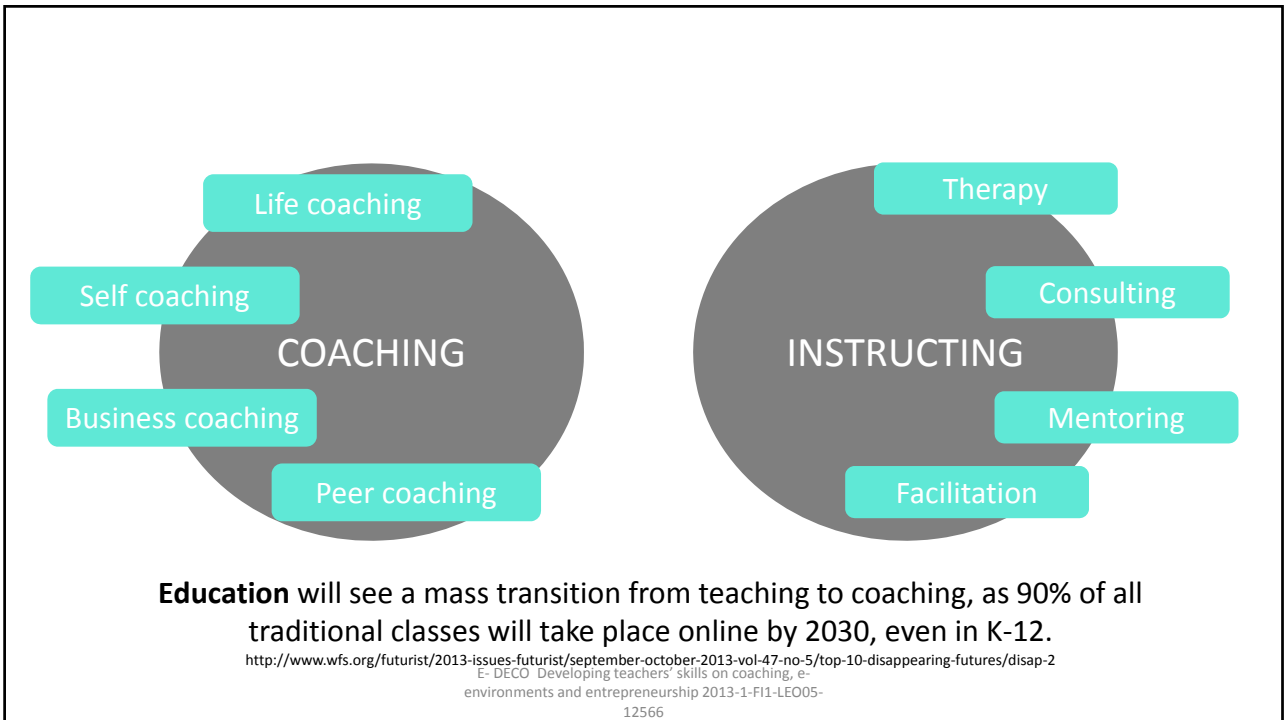
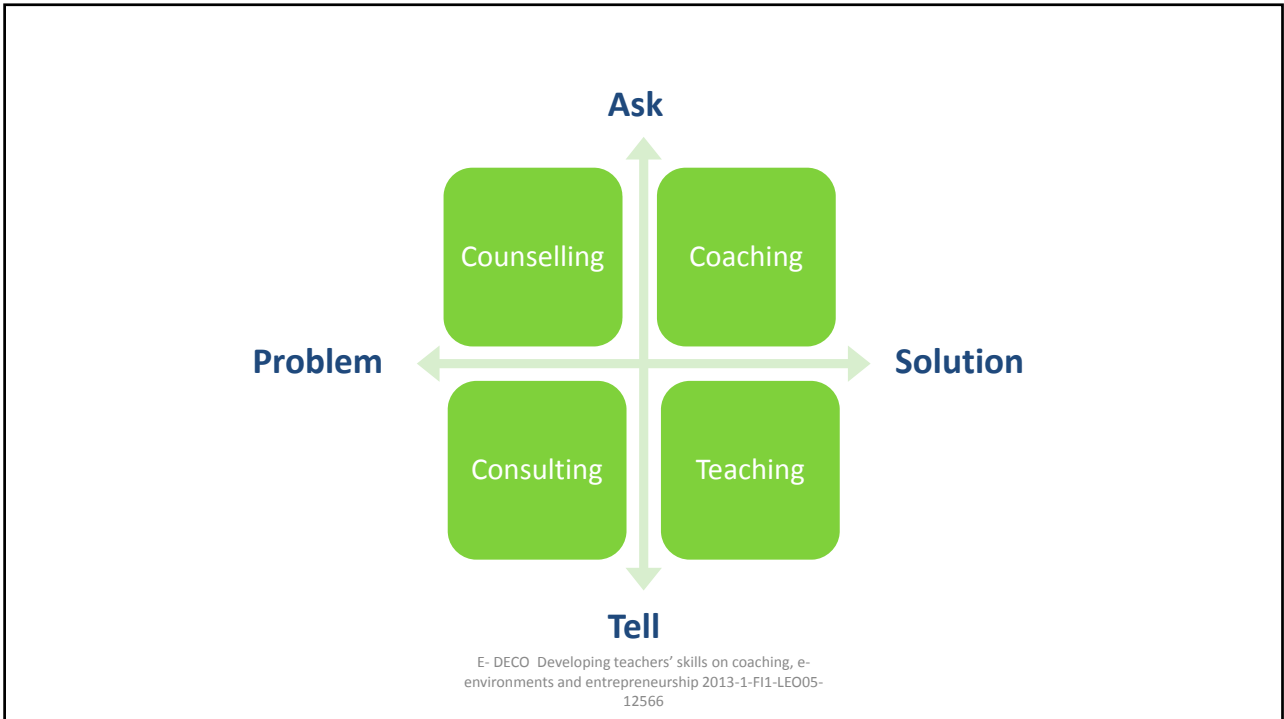
#### **Toolset**

- Frameworks, procedures and examples

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What is the difference between teaching and coaching?

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# COMMUNICATION TOOLS

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Mirroring

Listening

Basic  
communication  
tools in coaching

Summarizing

Asking  
questions

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## Exercise, Listening

- Demo the exercise with another trainer: First do not listen or pay attention - then listen actively and visualize difference
- Work in pairs
  - Share a story in 2-3 minutes
  - First: Do not listen
  - Repeat the story
  - Second: Listen
  - How do you feel? Write down to post-it notes
- Change roles
- Share with others how you feel and write on post-its
  - When you are listened to
  - When you are really listening to
- Reflect your listening skills, what should you develop?
- Share the script with participants
- Topic examples:
  - What did I do in the morning?
  - What do I enjoy doing and why?

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## Exercise, Questioning

- Share following links with the participants:
  - <http://www.inc.com/articles/2001/09/23385.html>
  - <http://marikocoaching.wordpress.com/2014/09/11/examples-of-powerful-questions/>
- Demonstrate the effect of open and closed questions
- Explain the differences and how to use
- Hand out scripts. Also introduce solutions focused and circular questions
- Practice in groups of three (coach, coachee, observer) with a real case
  - Listening, mirroring and questioning
  - The observer writes down all questions she hears and observes the reactions of the coachee
  - Give feedback and swap roles
  - Share experiences with the whole group: Which were the most effective questions in your group?

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## Exercise, Summarizing

- Introduce the subject by demonstrating how questions + summarizing work together
- Practice examples with whole group. Ask someone “What do you like most of your job, your town, your hobby?” and summarize + ask others to have a go
- Practice is pairs. Hand out scripts afterwards.

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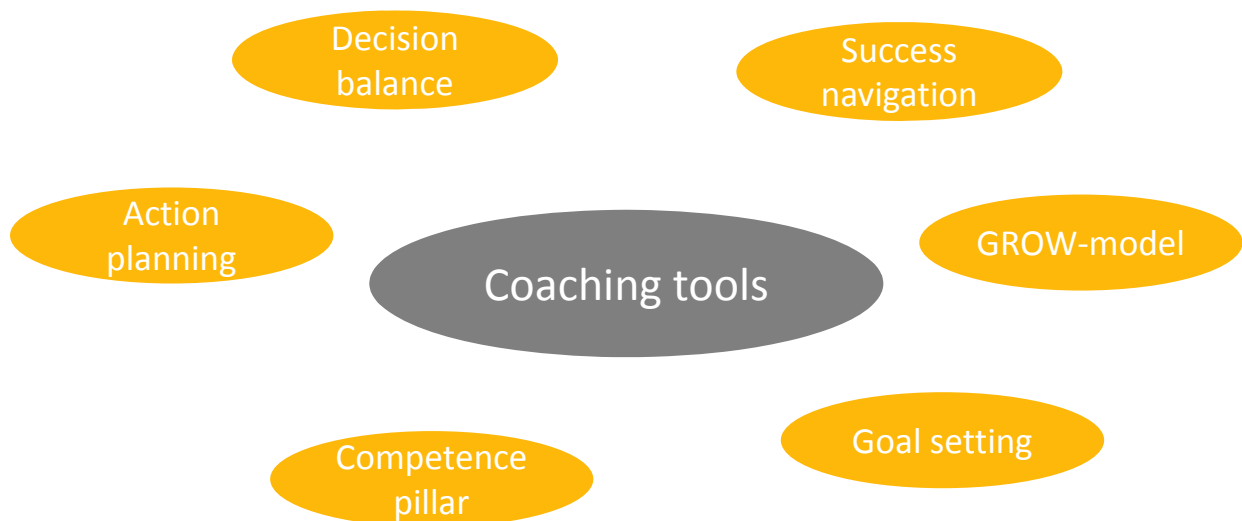
## Exercise, Mirroring

- Short presentation of mirroring.
- Handing out the scripts. Practice in pairs on case: “A colleague tells your about his/her challenges with a student”
- Explain what mirroring is, what is it’s purpose and what is the role of this exercise?
- Work in pairs and think about ways how teacher can use mirroring with students
- Identify mirroring occasions in daily life. How could you improve your skills in your own daily interactions?
- Share experiences with in the group

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## COACHING TOOLS

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## Coaching tools and practicing

- GROW-model
  - Present the coaching discussion as a process with different phases.
  - Hand out scripts and discuss.
  - Practice coaching in pairs + observer on real cases.
- Goal setting
  - Explain qualities of a good goal
  - SMART goals as extra material
  - Do Demo with participant
  - Practice goal setting in groups of 3 (coach, coachee, observer)
  - Refer to personal SWOT / Competencies / Strengths
  - Ask participants if they have any good tools/methods for goal setting

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*Goal* setting for the session



*Reality* checking to explore current situation



*Options* and alternative strategies or courses of action



*What* is to be done, *When*, by *Whom* and the *Will* to do it

Whitmore, J. 2009. Coaching for performance. GROWing human potential and purpose. The principles and practice of coaching and leadership

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## Setting the goal

- Creating a vision
  - Ask your client to take a blank sheet of paper and give them 5 minutes to write or draw a picture of the “results they would like to create” . Ask them to write non-stop, without thinking too much, just letting their imagination flow
  - You can ask from your client “Will achieving these results be worth the time and effort required?” “What results do you want to create around this choice?”
  - Ask your client to write down every relevant aspect of their vision in detail and when you are certain that the client has a really specific and accurate vision, ask him/her to commit to it by saying “I choose to...”
- Reality check
  - Ask your client to spend 5 minutes bullet-pointing all relevant aspects of their current reality in relation to their vision
- Fill the gap between the vision and current reality
  - Ask the question “What can I do to create my vision?”
  - Come up with random list of actions: some may take a few minutes to action, others may take months
- Turn actions into action plan and get the client moving
  - Help your client to put actions on time horizon

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Where do I want to be after this training and how do I get there?  
How do I want to feel after the training?  
What is my longer term goal?



Set a goal for your development as a teacher / coach

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## VALUES

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### Defining and refining your personal values

- Please see the scripts of the Coaching methods, Working with values and the value assignment
- There are many ways of disclosing your clients values and you may well have a preferred method of your own. If so, feel free to use that.
- The aim is for you and your client to clarify the meaning of these values during the coaching session. Make sure your client understands that these key values are important drivers in their life.

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## Exercise, Values

- Here are some alternative exercises for eliciting values which can be given to your client as a homework exercise, too.
- Perfect weekend
  - Think about your absolutely ideal weekend. What would it be like? Who would you send it with? What would you do? Where would you be? Starting on Friday evening and lasting through till Sunday evening, you get to be, do and have everything you'd love!
- Famous or historical characters I'd most like to meet
  - Imagine you get to meet two amazing people either from history or currently famous Who would you want to meet and why? What would you speak to them about?

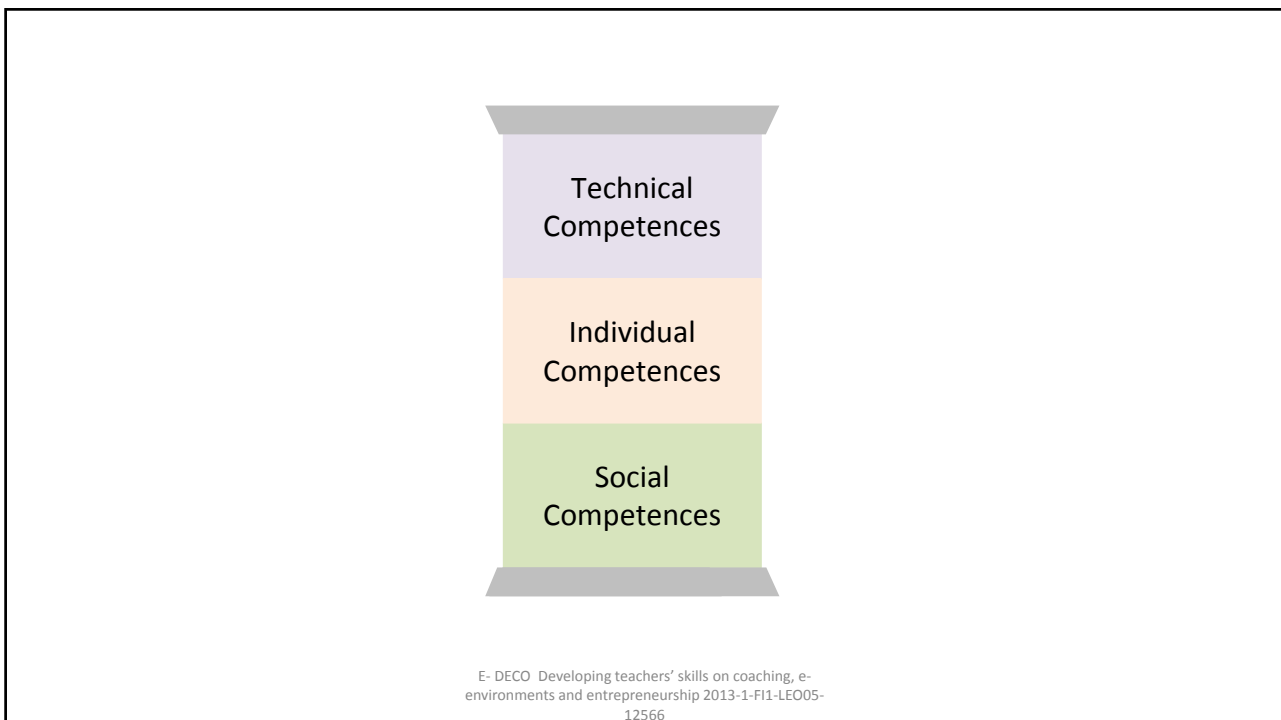
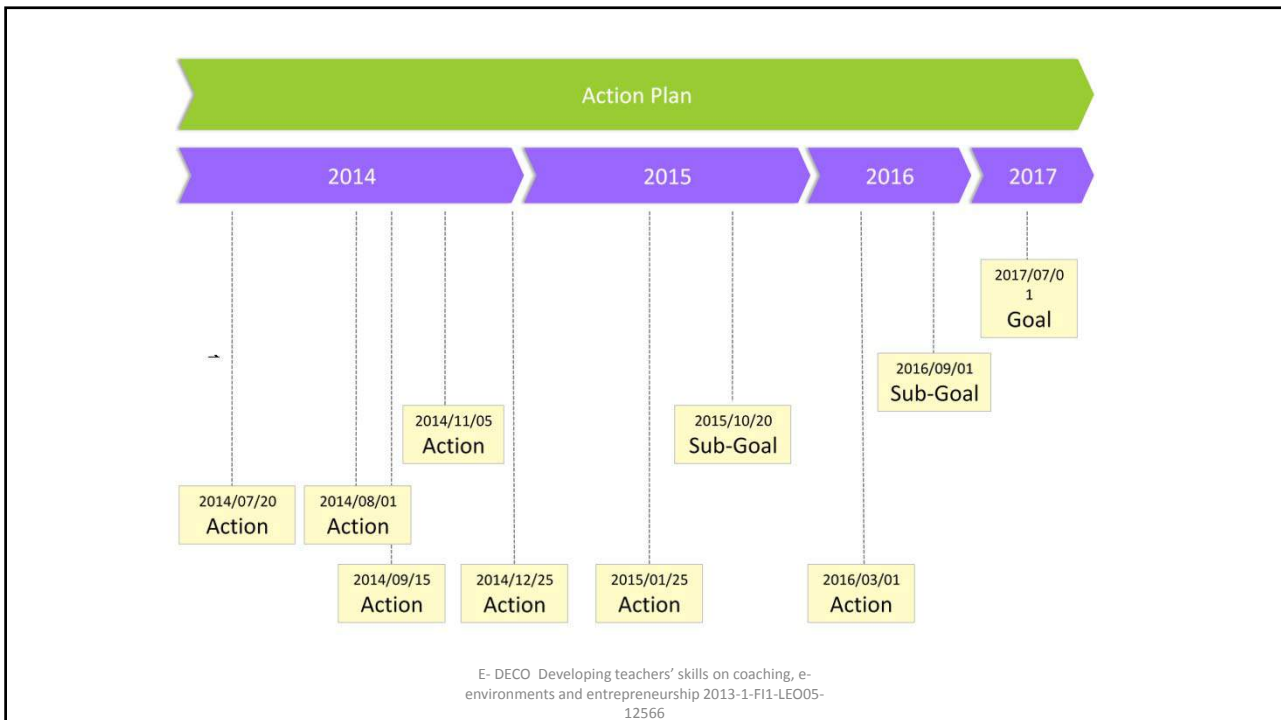
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## Coaching tools and practicing

- Action planning
  - Explain how and when the action planning is used
  - It is good to check that the target is relevant once more before working with the action plan
  - Demo the tool with participants
  - Share the script
  - Practice in pairs
- Decision balance
  - Explain the purpose of the decision balance
  - Discuss when it could be use
  - Discuss what other decision making tools/techniques participants have used? And what are their experiences of those?
- Competence pillar (additional tool to work on strengths)
  - Explain the competence pillar
- Success navigation (additional tool to make use of models that has worked well before)

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**Success navigation**

to find out existing patterns for the roles, qualities and values that the client has lived in successful situations

Situation	Competences	Values	Roles
1			
Circular Interview			
2			
Circular Interview			
3			
Circular Interview			

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## Hint and tips: Different methods to introduce the coaching tools and to practice them

- **Introducing:**
  - Talking about the subject / tool
  - Demonstrating how the tool works by coaching another trainer or a participant
  - Reading the script
  - Watching a video (made in advance, for example when coaching a student)
- **Practicing:**
  - Coaching your pair, with / without observer
  - A group coaching one person (can be a trainer or other student). Taking turns in asking questions and summarizing
  - The trainer coaching the whole group of participants
  - Using the phone / skype

## OWN ROLE AS A TEACHER AND COACH

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### Own role as a teacher/coach

In this section the participants reflect their own role as a teacher and how does the coaching fit in to that picture. In the end of this exercise participants have better understanding of their own strengths and development areas. They have also analyzed their own entrepreneurship skills and how entrepreneurship is visible in their own role as a teacher.

- Personal SWOT analysis and SWOT mix
  - Individual thinking about internal strengths and weaknesses and external opportunities and threats
  - SWOT mix could be filled in as a coaching exercise
- Entrepreneur test
  - Isenberg test: <http://blogs.hbr.org/2010/02/should-you-be-an-entrepreneur/>
  - Individual thinking about own entrepreneur skills
- Coaching in pairs, 15 min. each, practice especially listening and questioning
- Group discussion

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## Personal SWOT

- Internal strengths and weaknesses
- External opportunities and threats

Strengths- My internal strengths	Weaknesses- My internal weaknesses
Opportunities- External opportunities	Threats- External threats

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## SWOT Mix

How can I make sure that my strengths support my opportunities? How do I make use of my strengths? (The Power-line)

How can I use my strengths so that the external threats will not materialize?

My internal strengths

My internal weaknesses

How can I develop or take notice of my weaknesses so that they do not hinder me from reaching my opportunities?

How can I minimize the risk of my weaknesses and the external threats starting to fuel each other?

External opportunities

External threats

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What does the word entrepreneur bring  
to your mind?

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## **ETHICAL QUESTIONS**

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## Ethical questions in coaching

- ICF Standards of Ethical Conduct (<http://www.coachfederation.org/Ethics/>)
- What kinds of ethical questions might come when coaching students?
- Good practices
- Different case situations behind QR-codes, which smaller teams discuss and present
  - Your student wants you to tell the answers, "that's what teachers do".
  - Your colleague asks you to handle a student with mental issues, since you are a coach.
  - You have coached a student in career development. The student holds you responsible for having made a decision that she regrets afterwards.
  - Your student wants you to coach them in how to start up a business. The business idea strongly conflict with your values.
  - You have promised to keep the contents of any coaching discussion confidential. You have discussed one case with your colleague and now the student has found out that you have not kept quiet about your last discussion.
  - The student wants to have another coach because they don't like you style of being very direct and a bit challenging.
- <http://marikocoaching.wordpress.com/2014/09/23/ethical-considerations-in-coaching/>

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What kind of ethical questions might come when coaching students?

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# RISK TAKING

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## Risk taking: What is it and why to do it?

- Discuss with participants about risk taking and their own experiences of when they have taken a risk and how did that feel?
- Background material available in [Stanford Jolts: learning materials on entrepreneurship and risk taking](#)

Why to take risks?

How to take risks?

Learning from failure

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"If you aren't throwing away a large number of outcomes, you aren't trying enough"

"Failure is a constant companion and success is a delighting visitor"

"Whether you think you can or can't- you're right"  
Henry Ford

Fear of failure vs. fear of missing an opportunity

Take small steps and build on your confidence

Don't prepare, just show up. Make mistakes, please! Embrace the wobbly!

Patricia Ryan Madson, Improve Wisdom

Hear offers-Say Yes and-Make your partner look good  
Daniel Pink, Sales is human

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## FINDING THE IDEA, INNOVATION

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## Finding the idea, innovation

- Use following blog posts as backup material for this section
  - Tina Seelig's Insights on Creativity  
[http://www.creativitypost.com/create/tina\\_seeligs\\_insights\\_on\\_creativity#sthash.CLNG4wwy.dpuf](http://www.creativitypost.com/create/tina_seeligs_insights_on_creativity#sthash.CLNG4wwy.dpuf)
  - The Innovation Engine in learning  
<http://blogs.kqed.org/mindshift/2012/09/how-to-fuel-the-innovation-engine-in-learning/>

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PART 1

*Your task is to innovate something that will motivate students*

- Ideate freely and come up with as many ideas as you can in 2 minutes. Write 1 idea on a post-it note. Individual work.
- What if everything was possible? Stretch yourself and come with 1 completely crazy idea.
- Share your ideas with your group. Listen to each other, combine, refine, continue.
- Choose the 3 ideas that are
  - Craziest
  - Most exciting
  - Most impossible to execute
- Narrow down to one idea to experiment with.

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## *Your task is to innovate something that will motivate students*

- Build a simple prototype of your idea so that you can test it with the customer.
- Test your idea with the other group (=your customers). Let them try it out and observe how they would use it and what they say. This is important customer feedback.
- How would you develop your prototype based on the feedback you received from the experiment?

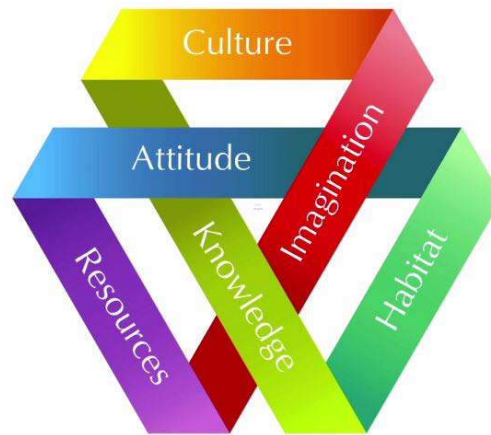
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## Hints and tips, Innovation

- The following slides could be used as presentation material for the innovation section
- You can find more innovation related information from the following books:
  - Improv Wisdom, Patricia Ryan Madson
  - InGenious, Tina Seelig
  - Creative Confidence, Tom & David Kelley

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## The Innovation Engine (Tina Seelig)

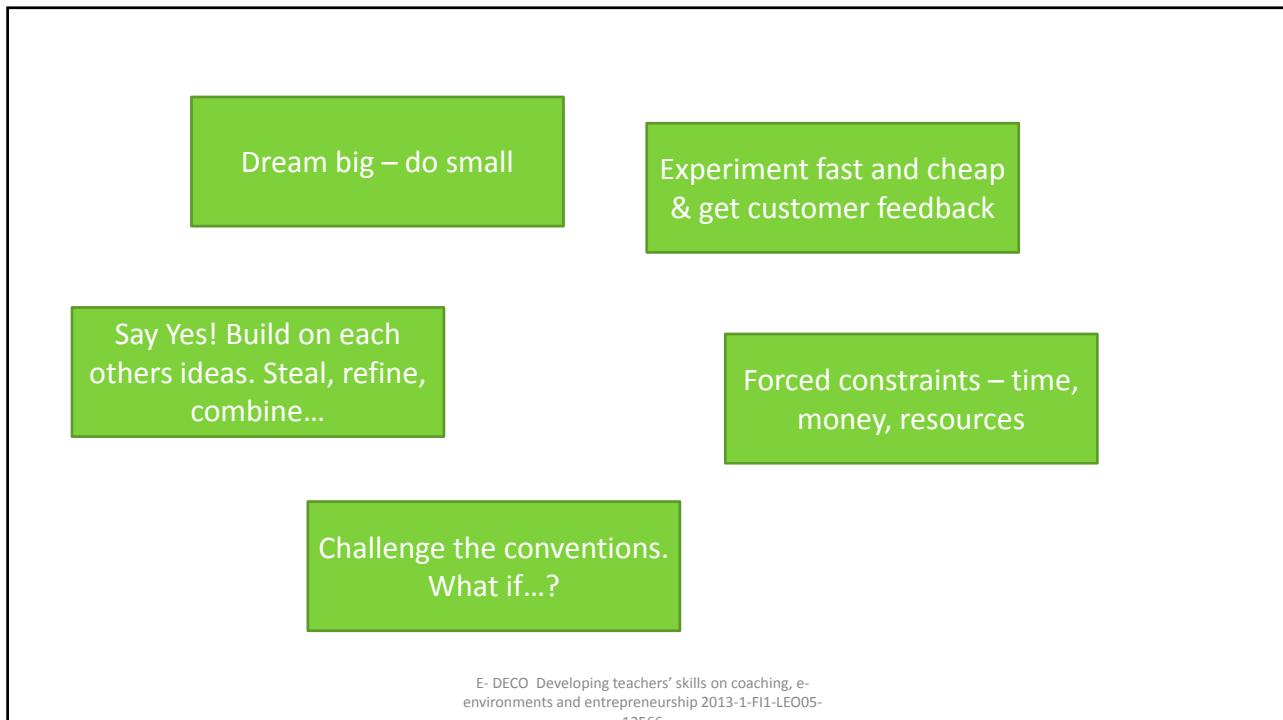


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“Interacting with the world requires creative problem solving every day. Every sentence we utter is unique. We don’t just have robotic answers. **Our brains are creativity machines.** The problem is that our environment and culture have squashed that and our education system is to blame because it assigns problems with one right answer, and favors multiple-choice tests.”

Tina Seelig, executive director of Stanford University’s Technology Ventures Program / InGenious

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## **PEER COACHING AND COACHING OVER A DISTANCE**

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## Peer coaching

### Discuss with the participants about peer coaching

- What are their own experiences of coaching or being coached by a peer, a colleague?
- Definition
  - A way to support personal development in the organization
  - You give support and get support
- How and when could peer coaching be used?
- How to create a coaching culture in your organization
- See the book: Nancy Kline: Time to Listen
  
- →"We help people by listening to them respectfully, help them develop their self-awareness and awareness of options through our questioning, help people set goals that matter to them, and give them constructive feedback to help them develop and grow."

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## Coaching over a distance 1/2

### Coaching over a distance

- What tools could be used?
- What is the difference to traditional face-to-face coaching?

### What are the benefits?

- Cost effectiveness
- Enables flexibility in timing
- Tightly focused discussions
- Very intense listening: every sound has a meaning
- Diminishing barriers of geographical distance or physical ability
- Easier to bring up difficult subjects (?)

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## Coaching over a distance 2/2

### What needs to be emphasized?

- Clearly define how parties will communicate and how often, who calls whom
- What outcomes are expected
- Speak clearly and calmly and listen intensely, since body language is missing and tone of voice becomes more important
- Make sure that the technology works and think of an alternative
- Focus on building trust –especially in the beginning and before the call: defining roles, ways of working, expectations

### Different communication channels:

- Telephone (Familiar and easy to use)
- Skype, Google Hangouts, Lync, Adobe Connect Pro (cheap and enables interaction with people worldwide)
- E-mail, chats (Encourages focused questions, time to reflect)
- Prepare guideline for virtual coaching sessions to help you focus on the coaching itself

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What is peer coaching?

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## Coaching over a distance

Tools?

Benefits?

Challenges?

How to  
prepare?

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## Exercise, Coaching over skype

Theme: being the E-DECO trainer in your own organization – choose your own focus and issue to be coached on

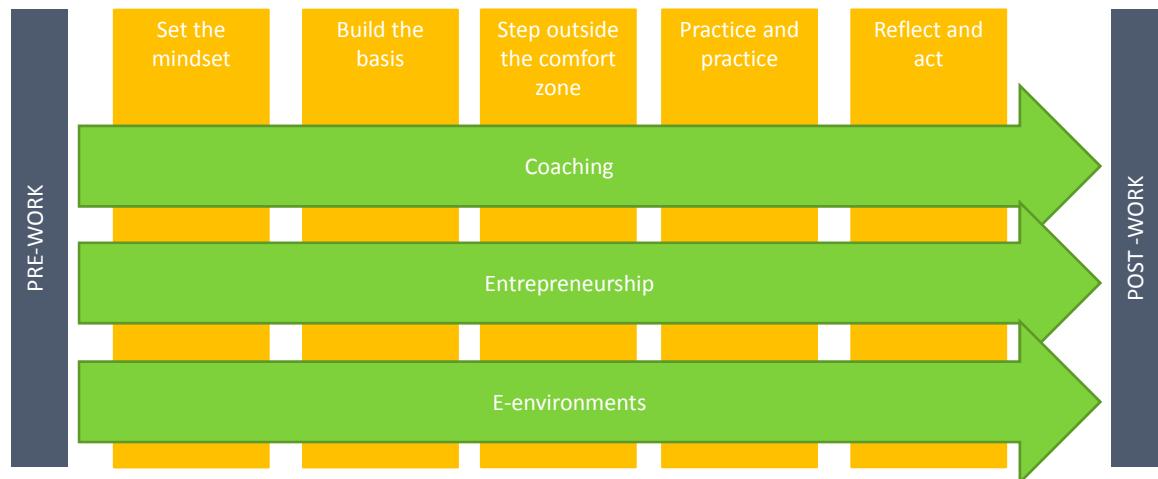
- Have a virtual coaching session over skype, approx. 20 minutes
- After the coaching session reflect your feelings/learnings, write down the main points
  - What went well? What do you need to focus more on?
- Change your role/pair
- Group discussion about experiences: what went well, what was difficult, what to do differently next time

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## Structure of the E-DECO trainer training in Lithuania 10/2014



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## Pre-work 1/2

The purpose of the pre-work is to build trust among participants. You can use e.g. videos to share information about the pre-work. Video presentation of Marika and Taina

([https://www.youtube.com/watch?v=75p5yA9kjRw&list=UUdKB\\_8YF0ysfwwpCEdS54kA](https://www.youtube.com/watch?v=75p5yA9kjRw&list=UUdKB_8YF0ysfwwpCEdS54kA)) including instructions to download WhatsApp

Article about Solution focus to read

(<http://socialinclusionunltd.wordpress.com/2010/05/02/a-solution-focused-model-of-team-working/>)

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## Pre-work 2/2

1. Download WhatsApp on your mobile phone and create your WhatsApp profile so that we can add you to the E-DECO group. [www.whatsapp.com](http://www.whatsapp.com)
  - Add questions to the group and ask the participants the respond.
2. Download the QR-code reader to your mobile phone and test the following QR-code **XX** and follow the instructions
  - For iPhones in App store e.g. QR-code scanner, Barcode scanner
  - For Windows phones in Windows store e.g. QR Code Reader
  - For Android phones in Google Play e.g. QR Reader for Android, QR Droid TBD
3. Create a blog account either <https://wordpress.com/> or <https://www.blogger.com/home>
  - Name your blog
  - Choose a blog theme (template)
  - Choose the blog to be private or open for everyone
    - If your blog will be private remember to invite other E-Deco team members to follow it
  - Familiarize yourself with basic functionalities of the blog
4. Set up Skype to your computer [www.skype.com](http://www.skype.com)

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This was the initial plan for the week. There were many changes made. The final programme of every day can be found in the next slides.

	Monday	Tuesday	Wednesday	Thursday	Friday
	<i>Set the mindset</i>	<i>Build the basis</i>	<i>Step outside of the comfort zone</i>	<i>Practice and practice</i>	<i>Reflect and act</i>
09:00-10:00	Starting the programme Introductions and getting to know each other	Reflections of previous day and expectations/agenda for today Drama activity	Reflections of previous day and expectations/agenda for today Risk taking	Reflections of previous day and expectations/agenda for today Mindfulness activity	Reflections of previous day and expectations/agenda for today Pitches
10:00-11:00	Basic principles of coaching: *Mindset *Skillset *Toolset	Communication tools and practicing *Summarizing *Mirroring		How to use coaching tools with groups?	How to be a trainer? Wrap-up, reflections and summary of the week and next steps.
11:00-12:00	Communication tools and practicing: *Listening	Coaching ethics	Working with values		
12:00-13:00	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
13:00-14:00	Communication tools and practicing: *Listening *Asking questions	Coaching tools and practicing: *GROW-model *Goal setting	Coaching tools and practicing: *Action planning *Decision balance	Peer coaching Coaching over a distance	
14:00-15:00	Own role as a teacher/coach *Personal SWOT *Entrepreneur test	*Competence pillar or equivalent strengths tool			
15:00-16:00	Practicalities	The Why- question, finding the purpose	Finding the idea, innovation	Coaching tools and practicing: *Success navigation	
16:00-17:00	Feedback of the day and reflecting on the learning in the blog	Feedback of the day and reflecting on the learning in the blog	Feedback of the day and reflecting on the learning in the blog	Feedback of the day and reflecting on the learning in the blog	

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## Agenda Monday: Set the mindset

Time	Content	Exercises	Methods	Slides
09:00- 10:00	Starting the programme			
	Introductions and getting to know each other		Cards, bingo, lie or interview	
10:00-11:00	Basic principles of coaching		Lecturing Group discussion	
11:00-14:00	Communication tools and practicing	Listening Asking questions	Coaching in pairs	
14:00-15:30	Own role as a teacher/coach	Personal SWOT Entrepreneur test	Individual work Coaching in pairs	
15:30-16:00	Practicalities	Blog established Apps work Skype available Network connections ok		
16:00-16:30	Feedback and reflections	Blog post		

12566

## Agenda Tuesday: Build the basis

Time	Content	Exercises	Methods	Slides
8:30- 8:45	Reflections of previous day and expectations/agenda for today	My internal weather report		
8:45-9:45	Communication tools and practicing	Summarizing		
09:45-11:00	Visit to the town hall			
11:15-12:15	Coaching tools and practicing	Mirroring		
12:15-13:15	LUNCH			
13:15-15:00	Coaching tools and practicing	GROW-model Goal setting		
15:00-16:00	The Why-question, finding the purpose	Watching the TED-talk	Group discussion	
16:00-17:00	Feedback and reflections in blog			

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## Agenda Wednesday: Step outside the comfort zone

Time	Content	Exercises	Methods	Slides
09:00-09:15	Reflections of previous day and expectations/agenda for today	How would you like to feel after today?	Draw on wall	
9:30-12:30	Working with values, Cherith	Finding out own core values	Demonstration+ practice	
12:30-13:15	LUNCH		Coaching in pairs	
13:15-13:45	Ethical questions on coaching	Group discussion Material behind QR-code		
13:15-15:00	Coaching tools and practicing	Action planning	Explain logics and practice on own pilot case	
15:00-16:00	Feedback and reflections in blog			

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## Agenda Thursday: Practice and practice

Time	Content	Exercises	Methods	Slides
09:00-09:15	Reflections of previous day and expectations/agenda for today			
09:15-11:00	Finding the idea, innovation	Ideation		
11:00-12:00	The virtual tool	How to incorporate in own pilot	BesTrain	
12:00-13:00	LUNCH			
13:00-15:00	Peer coaching Coaching over a distance	Skype		
15:00-16:00	Coaching tools and practicing	Decision Balance		
16:00-17:00	Feedback and reflections			

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## Agenda Friday: Reflect and act

Time	Content	Exercises	Methods	Slides
09:00-09:15	Reflections of previous day and expectations/agenda for today			
09:15-10:15	Pitches			
10:15-11:00	Reflection on own role as a trainer	How confident do you feel as an Edeco-trainer?	Scale 1-10	
11:00-12:00	Wrap-up, reflections and next steps	What do you especially appreciate about each other?	Acknowledgement on circulating A4.	

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## Day 1, Homework

- Start writing your blog and reflect your learnings of today
  - Where am I now?
  - What do I want to learn?
  - What are my expectations?
  - What was my main learning today?
- Comment on somebody else's blog posts / ask each other questions

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## Day 2, Homework

- Reflect your learning in your blog
  - What is your own goal as a coaching teacher? Where do you want be in 1 years? (use you insights from SWOT, SMART and coaching discussions).
  - How will you notice when you have reached your goal?
  - How will others be impacted when you have reached your goal?
  - Why do you do what you do? What's your purpose, your WHY?

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## Day 3, Homework

- What will I take with me from what I have experienced so far?
- What kind of questions have arisen during the learning process?
- Based on the value discussion + other coaching discussions, what is most important for me as a trainer?
- First steps for own action plan
- Comment at least one other blog post
- Think about own coaching topics for tomorrow

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## Day 4, Homework

- Write a blog post where you reflect you learnings from the virtual coaching sessions and from planning the actions in your own organization
  - How did you experience the virtual coaching?
  - How do you feel about being the E-DECO trainer?
- Prepare a pitch (max 5 minutes) how you will sell this training in your own organization
  - Remember the WHY- discussion
- Be prepared to present your pitch tomorrow morning

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## Practicalities

- If you are using e-tools in your training it is important to check in the beginning of the training that all participants are able to use the tools
- Check that:
  - Blog is established and everyone has invited other training participants to follow their blogs
  - All applications are working
    - WhatsApp, Skype
  - Network connections are good in your training location. If you are unsure about the connections please ask extra wlan-box to your training room

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## Questions to support participants self-reflection

- What new insights did you get today?
- What did you learn today?
- How satisfied are you with your own input today?
- What was the best part of today? What did you learn about yourself today?
- What was the most interesting topic today and why?
- What was the best exercise today and why?
- What could have we done differently today?
- How could we improve the current set-up?
- What did we forget?
- What do I promise?
- What kind of support do I need to keep my promise?
- What do I do next?

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## Methods to ask feedback from participants

- Feedback: **Five fingers**
  - How well did this day match with your expectations?
  - 1= not at all, 5= perfectly, couldn't be better
- Feedback: **Physical movement, take your position**
  - How satisfied you with your own contribution today?
  - 1= not at all (left wall), 5= fully satisfied, couldn't have done more (right wall)
- Feedback: **Stickers/markers, green and red**
  - How satisfied you with your own contribution today?
  - 1= not at all, 5= fully satisfied, couldn't have done more
- **Lines, mark your positions**
  - How ready you are to implement this training in your organization?
- **Talking stick**
  - "Free word"
- **Scales 1-10**
- **Open comments** on post-it notes
- **Drawing** how you feel

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## Post-work

What App questions today Oct 29.

E-mail to participants with instructions Nov 17. reminders on What's App before dead lines.

### Questions for What's App:

- What has happened after the training in Lithuania? Please share your story.
- Having tried out a coaching approach in your daily work, what are your 3 main insights about your role as a coach?

### Questions for the virtual meeting on December 10 at 10 am.

- After the meeting every country has a improved plan for the own training.
- Send your answers to the questions below to everyone by Dec 3.
- Come up with at least one question for each country that will help them move forward with their planning by Dec 9.
- Be prepared to work through the questions during the virtual meeting. In the meeting every country will have 10 minutes to be coached by the others.
- Where are you now with the planning of the pilot training?
- What challenges have you identified? What questions have you got?

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## BACKUP MATERIALS

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SMART	PURE	CLEAR
S = Specific	P = Positively stated	C = Challenging
M = Measurable	U = Understood	L = Legal
A = Achievable	R = Relevant	E = Environmentally sound
R = Relevant/Realistic	E = Ethical	A = Appropriate
T = Time-based		R = Recorded

Whitmore, J. 2009. Coaching for performance. *GROWing human potential and purpose. The principles and practice of coaching and leadership*  
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## Pitching

- How to pitch to a venture capitalist? Some good examples:
  - David S. Rose, How to pitch to a VC?  
[http://www.ted.com/talks/david s rose on pitching to vcs#t-219733](http://www.ted.com/talks/david_s_rose_on_pitching_to_vcs#t-219733)
  - <http://www.businessinsider.com/the-best-startup-pitches-of-all-time-2012-11?op=1>
  - <https://www.youtube.com/watch?v=Ifg7BTATWAI&list=PL7x45KHuu46kGtrHZiobtpnkhi8YhfJ6w>
- Free tool to help you create your presentation about your startup <https://www.pitch.fi/>

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## Why- finding the purpose

- Show Simon Sinek's TED talk:  
[http://www.ted.com/talks/simon\\_sinek\\_how\\_great\\_leaders\\_inspire\\_action](http://www.ted.com/talks/simon_sinek_how_great_leaders_inspire_action)
- Ask participants to use the golden circle as a tool and coach your pair to find your purpose in life, as a teacher etc.

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Simon Sinek:

# How great leaders inspire action

TEDxPuget Sound · 18:04 · Filmed Sep 2009  
 Subtitles available in 42 languages

[View interactive transcript](#)

Watch later

Favorite

Download

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- Which words resonate with you?
- What is most important for you?
- What do you feel passionate about? What do you love doing?
- What do you believe is your purpose / main role in life?
- What would you do if money did not matter?
- What metaphor would describe your role in life/work?
- What type of work inspires you? What especially appeals to you about that work?
- Where / in what role can you be of most help / make most impact?
- What experience do other people get from you? What's the impact for them when they are with you?
- What acknowledgement do you get from others?
- What excites you about the experience you give others?

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## Business model canvas

- Osterwalder explaining the Business Model Canvas  
<https://www.youtube.com/watch?v=RzkdJiax6Tw>
- A New Approach to Designing Business Models - Alex Osterwalder  
<https://www.youtube.com/watch?v=fEnDHgTR3bg>
- Startups: the lean method  
<https://www.youtube.com/watch?v=GPQExuB-IWw>

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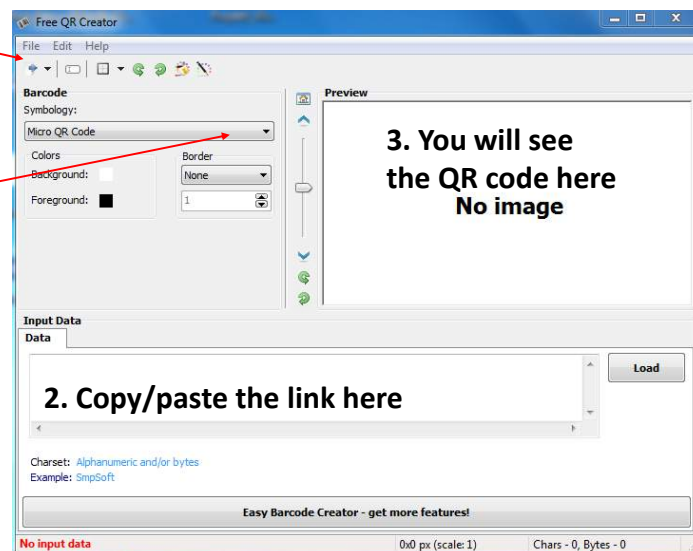
## QR-codes: how to make and how to use them

- Find the material you want to share with participants with QR-code. Material has to have a web link.
- Download QR creator e.g. Free QR creator (when loading free software please be aware of viruses!)
- Please see the next slide how to use Free QR creator

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**4. From the file choose export and select the format for the QR code. Save the file.**

**1. Choose QR code (ISO 18004) from the dropdown menu**



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Simon Sinek  
[http://www.ted.com/talks/simon\\_sinek\\_how\\_great\\_leaders\\_inspire\\_action](http://www.ted.com/talks/simon_sinek_how_great_leaders_inspire_action)



Scarf Model- Influencing others with David Rock  
<https://www.youtube.com/watch?v=isiSOeMVJQk>



Powerful questions can have a powerful effect  
<http://www.inc.com/articles/2001/09/23385.html>



Ethical considerations in coaching  
<http://marikocoaching.wordpress.com/2014/09/23/ethical-considerations-in-coaching/>



Daniel Siegel  
<https://www.youtube.com/watch?v=DD-lfP1FBfk>



Powerful questions  
<http://marikocoaching.wordpress.com/2014/09/11/examples-of-powerful-questions/>



Isenberg's test  
<http://blogs.hbr.org/2010/02/should-you-be-an-entrepreneur/>



David S. Rose, How to pitch to a VC?  
[http://www.ted.com/talks/david\\_s\\_rose\\_on\\_pitching\\_to\\_vc#t-219733](http://www.ted.com/talks/david_s_rose_on_pitching_to_vc#t-219733)

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