



# LEADERSHIP DEVELOPMENT PROGRAM

# Coach Handbook 2024

11/29/23



## Thank you!

You are an important part of the **Houston Livestock Show and Rodeo's LEADERSHIP DEVELOPMENT PROGRAM**. Coaching has been around for a long time, and it's proven to be one of the best ways to achieve personal and professional growth.

We designed this handbook to break down the different areas of your role as a coach and the best practices that will help you have a successful coaching engagement. It's designed to be easy to skim but also provide depth if you want to learn more about a particular area.

In addition, we have provided information about the Leadership Development Program – the content, the other roles involved in this learning, and the manner in which we hope you will interact with your coachees.

Mel Reeves  
Chief Volunteer and Human Resource Officer  
Houston Livestock Show and Rodeo



## A COACH

Coaching is defined as **partnering with clients in a thought-provoking and creative process that inspires them to maximize their personal and professional potential.**

Therefore, a coach's job is to:

- *find out, clarify, and align with what the coachee wants to achieve;*
- *encourage self-discovery with their coachees;*
- *elicit coachee-generated solutions and strategies;*
- *provide objective observations that fosters self-awareness and awareness of others;*
- *listen to and fully understand the circumstances of their coachees;*
- *act as a sounding board to and implement thoughtful decision-making;*
- *foster shifts in thinking that reveal new perspectives;*
- *maintain professional boundaries in the coaching relationship, including confidentiality.*



### Few Logistical Components

You are a subcontractor to the Houston Livestock Show and Rodeo who is responsible for your activities. Mel Reeves is your main point of contact. Dana Seymour will be your contact for payment.

You will be paid electronically half upon acceptance of the coaching role and attendance at the Kickoff meeting – January 2024. The remaining portion will be paid at the end of the Leadership Program in June 2024.

You will be provided a class summary for each class to help you connect the content to your coaching session. And each coachee will have an Action Planning Journal to provide them an opportunity to be prepared for your coaching sessions.

There may be opportunities for you to have some ancillary business with your coachee. Please keep us apprised of this and ensure that there are no conflicts with the Leadership Development Program.





## LEADERSHIP DEVELOPMENT PROGRAM

The goal of the program is to select and develop volunteer and staff leaders that demonstrate a capacity for leading effectively and are interested in taking on greater leadership responsibilities within the HLSR organization.

- *Provide senior HSLR leaders with greater visibility to talented leaders across the organization.*
- *Provide program participants with networking opportunities outside their areas of expertise.*
- *Broaden participant's understanding of how to most effectively contribute to the success of the organization.*

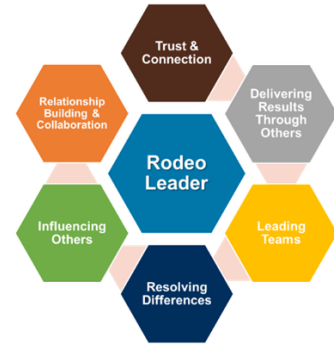
### Expected Outcomes to the Show

- **Leaders who focus consistently on collective results**
- **Leaders who put the needs of the Show before self**
- **Leaders who create a sense of shared responsibility / accountability**
- **Development and retention of talent to benefit the future growth of the Show**
- **All volunteers and staff feel valued, included and have a sense of belonging**



## PROGRAM OVERVIEW

*The expectation is that the coach will tie into the coaching time each class content.*



ACTIVITY	DATE
<b>Kick-Off Session and Class #1</b>	1/25/24
Mentor and Coach meet with individual participants	
Prework for Class #2 completed by individual participants	
<b>Class #2</b>	2/15/24
Mentor and Coach meet with individual participants	
Prework for Class #3 completed by individual participants	
<b>Class #3</b>	4/18/24
Mentor and Coach meet with individual participants	
Prework for Class #4 complete	
<b>Class #4</b>	5/16/24
Mentor and Coach meet with individual participants	
Prepare Final Cohort Presentation	
<b>Class #5 Capstone and Graduation</b>	6/20/24
Final Mentor and Coach Meetings with individual participants	



## COACH MEETING GUIDELINES

*Please use these guidelines for each and every coach session. There is no coaching plan or documentation required. However, coachees should use their Action Planning Journal to be prepared.*

<ul style="list-style-type: none"><li>• Demonstrates personal integrity and honesty in all interactions</li></ul>
<ul style="list-style-type: none"><li>• Maintains a relationship of mutual respect and trust.</li></ul>
<ul style="list-style-type: none"><li>• Reaches agreement about the guidelines and specific parameters of the coaching relationship such as logistics and confidentiality</li></ul>
<ul style="list-style-type: none"><li>• Partners with the coachee to identify or reconfirm what they want to accomplish in the session while managing time and focus of the session.</li></ul>
<ul style="list-style-type: none"><li>• Acknowledges and respects the client's unique talents, insights and work in the coaching process.</li></ul>
<ul style="list-style-type: none"><li>• Demonstrates openness and transparency as a way to display vulnerability and build trust with the coachee.</li></ul>
<ul style="list-style-type: none"><li>• Reflects or summarizes what the coachee communicated to ensure clarity and understanding.</li></ul>
<ul style="list-style-type: none"><li>• Asks questions about the coachee, such as their way of thinking, values, needs, wants and beliefs.</li></ul>
<ul style="list-style-type: none"><li>• Notices, acknowledges and explores the coachee's emotions, energy shifts, non-verbal cues or other behaviors.</li></ul>
<ul style="list-style-type: none"><li>• Shares observations, insights and feelings, without attachment, that have the potential to create new learning for the coachee.</li></ul>
<ul style="list-style-type: none"><li>• Works with the coachee to integrate new awareness, insight or learning into their worldview and behaviors.</li></ul>



## Coach Links:

[International Coaching Federation](#)

[Developing team members](#)

[Secret to Giving Feedback Well](#)

## Contacts:

Mel Reeves	<a href="mailto:reeves@rodeohouston.com"><u>reeves@rodeohouston.com</u></a>	832.667.1100	832.510.4207 (cell)
Dana Seymour	<a href="mailto:seymour@rodeohouston.com"><u>seymour@rodeohouston.com</u></a>	832.667.1120	713.882.8459 (cell)

[leadershipdevelopment@hlsr.com](mailto:leadershipdevelopment@hlsr.com)

## **Conclusion**

We hope this handbook has and will continue to help you in your coaching relationship. The handbook's purpose is to provide a starting point for developing strong and fruitful relationships with your coachee.

The tactics and recommendations can all be reduced to clear communication, transparency, and a growth mindset. If you have those qualities when you meet with your coachee, you'll be well positioned to help them, both personally and professionally.

