

# SMALL GROUP FACILITATOR GUIDE



DEVELOPING OTHERS  
THROUGH **COACHING**

# FACILITATOR TIPS FOR SMALL GROUPS

**Developing Others Through Coaching for small groups was designed for gatherings of 8-10 people.** You may elect to host a larger group, but more group members will limit the opportunity for everyone to participate.

**As facilitators, take yourself through the Developing Others Through Coaching training before leading an experience for others.** This will enable you to have a full understanding of the content before leading an experience.

**Developing Others Through Coaching for small groups is divided into three sessions.** As you lead your group through this training, lead at whatever pace you feel is appropriate. You can do one session each time your group meets or spread out one session over a couple of weeks. Don't feel like you have to lead this training in three separate sessions. It can be as short or long as you would like.

**Be prepared to share your own experiences with coaching.** Whether you have coached someone else or have been coached by another person, sharing your experiences will help to better connect the group with the content. A bulk of the teaching will be facilitated on video; however, during the live portions of the experience, feel free to add to the content with your own experiences and observations.

**Start and end each section on time (or end early).** Every person might not be 100% finished with the tasks of coaching conversations when it is time to move on. Let your group know that Developing Others Through Coaching is designed to allow us to explore these ideas together, but they will likely need to come back on their own after the experience to firm up these concepts.

**Be careful in how your group pairs up for the coaching conversations.** Strive to have men coach men and women coach women. Also, don't have married couples coach each other. Encourage them to seek out others of the same sex for the coaching conversations.

**This series consists of teaching that is facilitated on video.** You can access the videos at: <http://www.lifechurch.tv/coaching>.

**A computer with internet access is needed for some of the optional content.** There are three YouTube videos that you can show during this training if you have the ability to do so.

**Understand that this training will teach your group skills to take a coaching approach with others.** Coaching is a set of skills that your group will not only learn about, but also put into practice during this training.

# INTRODUCTION

## WELCOME/ EXPECTATIONS/ OPENING PRAYER (5 MINUTES)

End goal for Developing Others Through Coaching: **Understand the important role coaching plays in developing others and how you can implement coaching relationships in your own life.**

Welcome and introduction:

Inform your group about what to expect during the experience:

- Video facilitation from Jeff Galley and Jerry Hurley
- Group discussions
- Watch pre-recorded sample coaching conversations
- One-on-one sample coaching conversations
- Participant guides to follow along with the video and live teaching and space to write down their discoveries

Pray that the group will be open for God to use this experience to impact and shape their lives, as well as equip them to impact and develop others.



## VIDEO: INTRODUCTION TO DEVELOPING OTHERS THROUGH COACHING (1:43 MINUTES)

Ask participants to watch a short video introduction that will give them a brief overview of what they will be learning during the experience.

Ask participants to open their participant guides as you enter into Session 1.

# SESSION 1

## FACILITATOR SHARES A PERSONAL GROWTH MOMENT (5 MINUTES)

Share briefly with the group about a personal growth moment you experienced that benefitted your development into the person you are today.

### TALK IT OVER – (8 MINUTES)

Ask the group to discuss the following question at their table:

Discuss a time when you experienced a period of focused personal growth.

What motivated you to grow?

What action did you take?

Did others help you? If so, how?

### VIDEO: THE PERSONAL GROWTH PROCESS (8:22 MINUTES)

Ask participants to follow along in their participant guide and fill-in-the-blanks along with the video content. After the video, participants will discuss what they learned from Session 1 at their tables.

## IDENTIFY THREE RELATIONSHIPS

Ask participants to write in their participant guides three relationships that they would like to apply a coaching relationship to.

## TALK IT OVER – SMALL GROUP DISCUSSION (8 MINUTES)

Ask participants to discuss the following question at their table:

How do you see this approach to coaching different from what you've seen from the typical role of coaching?

## (OPTIONAL) COACHING RANT VIDEO (2:11)

If you have the ability, show the “Angry NFL Coaches” video from YouTube that can be found at this link: <http://www.youtube.com/watch?v=IGXHxhDMBBY>. As you lead into the video, explain to participants that this video is an example of what we typically think coaching looks like. After the video, transition into the next teaching video by talking about how participants will see what real coaching relationships should look like.

## VIDEO: HOW TO TAKE A COACHING APPROACH (21:09 MINUTES)

Ask participants to follow along in their participant guide and fill-in-the-blanks along with the video content. After the video is over, feel free to add some of your own thoughts and experiences related to the video teaching.

## DISCUSS RESOURCE WEBSITE (5 MINUTES)

Briefly go over the <http://resources.lifechurch.tv> website with participants. Show them how to find coaching-related documents by using the search word “coaching” in the search field at the top of the website. Be sure and familiarize yourself with the website and what types of coaching documents are available prior to leading the coaching training.

## PREVIEW SESSION 2 (1 MINUTE)

Take a minute to let your group know about what they can expect in Session 2 as they will learn what the coaching process looks like and have an opportunity to practice their own coaching conversation.

## SESSION 2

### TALK IT OVER – SMALL GROUP DISCUSSION (5 MINUTES)

How successful are you at building an environment of trust in your relationships? What are some of the barriers that keep you from building trusted relationships?

### TALK IT OVER – LARGE GROUP DISCUSSION (5 MINUTES)

Walk around the room and ask several people to share their answer to the Talk It Over question.

### VIDEO: THE COACHING PROCESS (18:30 MINUTES)

Ask participants to follow along in their participant guide and fill-in-the-blanks along with the video content. After the video is over, feel free to add some of your own thoughts and experiences related to the video teaching.

### VIDEO: SAMPLE COACHING CONVERSATION (10:00-12:00 MINUTES)

Explain to participants that they will now see the coaching approach put into action by watching a sample coaching conversation. There is space in their participant guides where they can take notes while they watch the sample conversation. Encourage participants to write down some of the coaching principles they see demonstrated that they would like to use in their own coaching conversation during this session. Each coaching conversation video lasts around 10 minutes. Pick just one video to show your group. You can find the sample conversations on the second DVD under “Coaching Conversations.” At the end of the conversation, the coach will briefly review the coaching techniques that were used. The coaching recipient will also discuss how the conversation impacted them. Become familiar with these coaching conversations before you pick which conversation you will show your group. As you talk through the coaching conversation with your group, feel free to add any of your own insights. Pick the conversation that would be most beneficial and practical for your group. If you have additional time, you can show your group more than one sample coaching conversation. You will find brief overviews of the first three sample coaching conversations on the next page.

### **1. Adam and Jerry - Coaching Topic: Career frustration (11:24)**

In this coaching conversation, Adam seeks coaching from Jerry to help him deal with frustrations he's having with his career. Adam's primary frustration is that he doesn't feel fulfilled with his current job. Jerry helps Adam identify achievable next steps that will allow him to work towards advancement in his job, which will result in more fulfillment in his career.

### **2. Jenna and Kayla - Coaching Topic: Starting a new business (10:45)**

In this coaching conversation, Jenna is looking to start her own business and seeks guidance from Kayla on what her next steps should be. Jenna has a vision for her business, but is unsure what first steps she needs to take in order to make her vision a reality. Kayla helps Jenna recognize some people that serve as a support group for her and her need to begin with a solid business plan.

### **3. Joe and Jerry - Coaching Topic: How to more effectively lead a small group (11:45)**

In this coaching conversation, Joe is seeking coaching from Jerry on how to lead his small group of men more effectively. Joe's primary problem is that he is trying to mentor a group of men whose spiritual needs are very diverse. He needs coaching on the most effective ways to minister to these men so that all of their needs are being met. Jerry helps Joe by encouraging him to bring other men into the group to help him mentor and to have the men in his group pair up and mentor each other.



## **TALK IT OVER – SMALL GROUP DISCUSSION (5 MINUTES)**

What are some things you learned from watching the sample coaching conversation?



## **VIDEO: COACHING CONVERSATION POINTERS (7:43 MINUTES)**

Ask participants to follow along in their participant guide and fill-in-the-blanks along with the video content. After the

video is over, feel free to add some of your own thoughts and experiences related to the video teaching.

## **PARTICIPANTS PRACTICE THEIR OWN COACHING CONVERSATIONS (15 MINUTES)**

Tell participants that they will now have an opportunity to put what they have just learned into practice by engaging in their own coaching conversations. Before they begin their conversations, have them look at the Appendix in the back of their participant guide. Go over these three pages with the group and encourage them to refer to them as

they engage in their own conversations.

Give participants the following instructions for their own coaching conversations:

1. Pair up with someone at their table for their coaching conversation. Encourage participants to pair up with someone of the same sex and encourage married couples to not coach each other.
2. If you have an odd number of participants, then allow three people to pair up in one group.
3. Tell participants that during this session one person will do the coaching while the other person will be the recipient of the coaching. Participants will then reverse roles during the next session.

## **TALK IT OVER – SMALL GROUP DISCUSSION (5 MINUTES)**

What are some things you learned or observed during your coaching conversation?



# SESSION 3

## (OPTIONAL) “STOP IT” COACHING VIDEO (2:11 MINUTES)

If you have the ability to do so, show the “Stop It” video from this YouTube link: <http://www.youtube.com/watch?v=Ow0lr63y4Mw>. Have fun with this video as it’s a humorous look at a coaching conversation.



## VIDEO: SAMPLE COACHING CONVERSATIONS (9:00-11:00 MINUTES)

Show another sample coaching conversation to your group. After the conversation is done, lead your group through a discussion about the coaching conversation. Become familiar with the coaching conversation before leading your group through it. As you talk through the coaching conversation with your group, feel free to add any of your own insights. Pick the conversation that would be most beneficial and practical for your group. If you have additional time, you can show your group more than one sample coaching conversation. You can find the sample conversations on the second DVD under “Coaching Conversations.”

Here is a brief overview of the second group of sample coaching conversations:

### **1. JoeAnna and LaDonna - Coaching Topic: Confronting a family member with an addiction (8:48)**

In this coaching conversation, JoeAnna has been asked by her family to confront a family member who is currently dealing with a gambling problem. JoeAnna seeks coaching from LaDonna on how to best approach this difficult intervention. LaDonna helps JoeAnna identify specific steps she should take in contacting her family member and calm any fear she might have about intervening.

### **2. Stacy and Kayla - Coaching Topic: Whether or not to downsize a house (11:03)**

In this coaching conversation, Stacy seeks coaching from Kayla on whether or not her family should downsize from their current large house into a smaller one. Kayla helps Stacy recognize that she needs to talk to her husband some more before making this decision and consider creating a plan.

### **3. Tasha and LaDonna - Coaching Topic: Deciding to focus more on ministry or family. (10:44)**

In this coaching conversation, Tasha seeks coaching from LaDonna on a big life decision she has of whether or not to have more kids and focus on her family, or place her focus more on her calling to ministry. LaDonna helps Tasha come to a realization of which direction she should go in her life and comes to the conclusion that she will continue to have more kids, which is her primary ministry.

## **TALK IT OVER – SMALL GROUP DISCUSSION (5 MINUTES)**

What are some things you learned from watching the sample coaching conversation?

## **VIDEO: OFFERING YOUR PERSPECTIVE (5:45 MINUTES)**

Ask participants to follow along in their participant guide and fill-in-the-blanks along with the video content. After the video is over, feel free to add some of your own thoughts and experiences related to the video teaching.

## **PARTICIPANTS CONTINUE THEIR COACHING CONVERSATIONS (15 MINUTES)**

Have participants continue their coaching conversations by having partners switch roles. The person that coached during the last session will now be the coaching recipient, while the other person will be the coach. Follow the guidelines in Session 2 in how to facilitate the coaching conversations.

## **TALK IT OVER – SMALL GROUP DISCUSSION (5 MINUTES)**

What are some things you learned or observed during your coaching conversation?

## **VIDEO: CLOSING VIDEO (0:55 MINUTES)**

Watch the closing video with participants. As you close the coaching training, share your closing thoughts and allow participants one last opportunity to ask questions or share insights.

As you close the training encourage participants to do the following:

1. Continue their coaching conversations with those in their group or with the relationships that they identified earlier in the experience.
2. Utilize the resources that are available on the resource site and in their participant guide.
3. Set some sort of follow-up with their coaching training group so they can hold each other accountable and discuss how their coaching relationships are progressing.

As participants leave the training, make yourself available for any questions or if participants need you to help them walk through any of the coaching processes.