

Coaching Handbook

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Introduction

Here's a scary truth: in this life, job, program ... whatever, it's all up to you. What you get out depends directly on what you put in. Your attention, attitude, time, and effort all matter.

Many people wait until after college, a mid-life crisis, or the end of their life to come to terms with this truth. The beauty and curse of being an education hacker is that you are embracing this truth now. You are exercising your creativity, responsibility, and freedom in making your choices for learning and life.

The value of coaching is real, which is why coaching is used by top executives, performers, athletes, musicians, and companies. Everyone can use the additional perspective and the accountability system of having a coach. A coach can help you see yourself as others do and give you feedback to help you make decisions, set better goals, and identify your strengths, values, blindspots, and options. As you go through a coaching process you can start to incorporate the tools of reflection, self-evaluation and goal setting as habits to use for the rest of your life. However, coaching does not replace your work. The real value of coaching comes from the actions you take in working toward your goals.

Before Arrival in San Francisco

Before you arrive in San Francisco, we ask you to do the following:

- Take [value discovery test](#)
- Take Sokanu test
- Take strengths-finder 2.0 test
- Take Meyers Briggs Type Indicator and two other personality assessments of your choice

After you complete these assessment, download a copy of the [Pre-Evaluation Status Assessment](#)

and fill it out. Expect this to take a while -- writing answers to these questions will take time and reflection. When you are finished, change the filename to include *YOUR NAME* and email it to gabe@uncollege.org.

First Coaching Session

At your first coaching session, you will go over your Status Assessment with your coach, discuss your current state, and create a Personal Development Action Plan for your Gap Year. You will set goals for your time here, and begin to take action on them.

Weekly Coaching Sessions

You will meet with your coach every Monday to evaluate your weekly progress and set goals for the upcoming week.

Before you begin each session, you will fill out a [weekly coaching progress form](#).

In this you will:

- reflect on your progress from the last week
- define objectives for the session
- highlight accomplishments and successes since the last session
- document any challenges you faced
- record your action items for the week, and the strategies you will be using to accomplish them
- jot down any questions, ideas or issues you didn't get to discuss that you would like to raise
- make note of any commitments your coach made to you, what the coach did that was most effective, and if there is anything you'd like your coach to do differently.

Every Friday you will meet with your team to reflect on your week, and you will fill out a Team Check-out [reflection form](#).

In this you will:

- consider how you have spent your time during the week
- reflect on your habits during the week
- keep yourself accountable to your team

There are copies of these for each week in your binder.

Expectations During Every Week

During the week between coaching meetings you will be expected to complete your goals and reflect about your learning. We expect you to spend time writing or talking about your reflection in addition to thinking about it. If your coach asks you about your progress during the week, you should be prepared to update them.