TEAM COACHING MEMO

***EXAMPLE OF MEMO INTRODUCING A TEAM TO THE COACHING PROCESS WITH AN LSCC***

Hello Team!  
  
\_\_\_\_\_\_\_\_\_\_\_\_\_ and I will be partnering with you in the upcoming months as team coaches. We want you to feel familiar with who we are and what this process will look like so that we can move through it together with a sense of fluidity and flexibility.   
  
First off, I would like to say - THANK YOU for the work that you do! I have recently started to follow you as an organization and learn how you [insert what you know about this team’s purpose and impact]. I also want you to know that we so appreciate you inviting us in to help your team [insert the coaching objectives you’ve been hired to work with the team on].  
  
Next, I'd like to introduce you to us and what we believe about the work that we do. You can find video intros from \_\_\_\_\_\_\_\_\_\_ and I, as well as an invitation to introduce yourselves on a platform called [FlipGrid, Marco Polo, BoomBoom, whatever service you might be using] using this link – [insert link to intros].  
  
We want you to know that as we are joining you, we are not coming in as diagnostic practitioners or advice-giving consultants. We assume that you are creative, resourceful, relational, whole human beings that are uniquely valuable and ready to live at choice. And as a team, we believe that you are worthy of being championed and capable of solving complex problems. Our role is to come alongside you with our set of professional skills and competencies as coaches to shine a light on your individual and collective brilliance, redesign team objectives in an appreciative way so that you can get where you'd like to go together, and hold you accountable to the things that you say that you want.  
  
Another thing that we'll be providing for your team, specifically, are resources and tools for [insert any specific resources, training, tools, or programs that you have been hired to deliver or co-create with this team].   
 **So how does this work?**

Our initial work together has four parts:  
1. ***Assessment and Discovery***

[insert description of what your assessment and discovery process will look like with this team]   
EXAMPLE: You will each receive an email shortly with an individual code and instructions on how to take an Enneagram Assessment called the RHETI, a link to a discovery survey so we can assess your stress and well-being levels as a team, and a document called the PERMA+ME Wheel for you to complete and send back to us.   
  
2. [Insert any additional preparation that is required beyond the assessment and discovery and before the first team coaching session] EXAMPLE: ***Individual Enneagram Debriefings***

[insert description of what they can expect and instructions for how to complete]  
EXAMPLE: After completing the assessment and discovery materials, you'll be sent a copy of your RHETI results and set up and 30 minute individual debriefing with \_\_\_\_\_\_\_\_ or myself next week. During this time, we'll get to know you, review your results, answer any questions, and dig into your unique expression of this Type. It will be great fun!   
  
3. ***Team Coaching Sessions***

[insert description of when, where, and how you will be meeting together]  
EXAMPLE: We will meet with you and your entire team on May 14, 21, and 28th from 12:30-2:00 PM EST over Zoom to coach you through processing your results, applying your learning, and continuing to grow together.   
  
4. [insert any additional services or support you will be delivering as a part of your team coaching agreement] EXAMPLE: ***Monthly Accountability and Well-Being Check-Ins***

[insert a description of what they can expect from these services, what their responsibilities are, and instructions for how to complete]

EXAMPLE: Based on the insights that you gain and the goals that you set together, Jami and I will develop an accountability plan with you individually and as a team. At the end of each month (May-June), you'll receive a 15 minute individual check-in to see how things are going and a 30 minute team check in where we will share some evidence-based well-being interventions with you to help keep you grounded and on track.  
  
We are anticipating moving toward flourishing with you, and we can't wait to get started!  
  
With gratitude,

[insert name/signature and contact information]