

Example 5

BEFORE - 153 words, 5 paragraphs

Hi team,

In two weeks I'll be conducting a coaching and feedback session for people who want to work on their presentation skills, as a follow-up to a [vendor name] training. In prep, I'll be doing some external research (I have 'common knowledge' from informal/personal research into the subject and even from [volunteer organization name]! but would like some sounder industry techniques too). I'm looking to create a worksheet that both I and peers will fill out with feedback, and to provide verbal coaching during the session (example: approaching conversation as 'what do YOU want to work on/how do you think you can do that', 'let's try that again but this time incorporating some of xyz', etc).

My ask: does anyone have any material on coaching best practices (if it will take time, please don't dig!)? Even though this won't be an ongoing coach relationship, I'd still like to check it out.

Example 5 Participant Questions:

1. Overall is this hard or easy to read?

2. What's the purpose? Is it clear or convoluted?

3. Is perspective of the reader considered?

4. What points is the writer making? Could they be better stated?

5. Could this be prettier (formatted better)?

6. Is it proofed? Could it be more concise?

AFTER – 101 words, 10 paragraphs

Hi team,

[Purpose]

To collect any insight or materials you have on providing coaching and feedback to others.

[Action]

Please send any materials or best practices that you have on coaching or providing feedback to others to me by this time next week. [Date]

[Supporting Information]

- As a follow-up to the [vendor name] training, I'm providing a class on coaching and feedback and need your help.
- I plan to use what you provide as well as my own research to create materials, including a worksheet.

I'm excited, and I thank you in advance for your support, ideas and materials.