



Coaching Tips

- The prerequisite for coaching is establishing a basic trust in the coach and confidence that he wants to improve.
- Establish rapport with your undergraduate officer/committee chairman.
- Don't coach when you are upset.
- Set up regular meetings with your officer/committee chairman in person, over the phone, via email, etc.
- Sit side-by-side or at right angles to each other. Face-to-face seating suggests an adversarial relationship.
- Listen to your officer/committee chairman. Listen actively and attentively.
- Be honest with your undergraduate officer/committee chairman.
- Lead by example.
- Keep it simple and keep it brief.
- Praise, praise, praise! Find something positive to say.
- Ask for feedback.

Questions for Advising Collegians

- Questions for your officer about vision and goals
 - What is your vision for the Colony?
 - What are the short-term goals you would like to accomplish this week? Month? Semester?
 - How realistic are your goals?
- Questions about programs/events
 - What is the purpose of the event or activity you are trying to do? Does it help us accomplish any chartering criteria?
 - What is the desired outcome of each of your programs/events?
 - Have you checked *The Law of Sigma Nu Fraternity, Inc.* and the *Risk Reduction Policy & Guidelines*?
 - Do you have a detailed project outline and deadline created yet?
 - Is this going to fit into your budget?
 - Have you checked and double-checked your dates/figures, etc.?
 - How can you effectively delegate parts of this project to your committee or other chapter officers?
 - Have you accounted for everything?
 - How can we make sure this program/event is easily replicated in the future?
- Questions about Meetings
 - What do you plan to accomplish during this meeting?
 - Do we have an agenda?
 - Did we accomplish what we planned to accomplish?
- General Questions
 - How is our advisor relationship working out? How is our communication?
 - Are our meeting dates/times/locations working for both of us?
 - What help/advice can I offer you?
 - How can we work better together as an officer/member and advisor?

Suggestions for working with specific officers

- **Suggestions for Working with the Commander:** As AAB chairman you should help the Commander and Executive Committee set a calendar for the year and discuss the Commander's vision, goals, and plans for the year. Encourage the Commander to be active on the campus as a representative of Sigma Nu in that he is a spokesman on campus, representative to the AAB, the university, and Sigma Nu Headquarters. Help him identify what the Colony/Chapter needs from a leader and how he can meet those needs. Also, frequently discuss with the Commander what he wants and needs from the AAB as well as what the AAB wants and needs from the Colony/Chapter.
- **Suggestions for Working with the Lt. Commander:** As Chapter Advisor, you will be working with the Lt. Commander and Executive Committee. You should help identify the characteristics needed for various committee chairmen and what their responsibilities will entail. The Lt. Commander should be knowledgeable on how to run the executive committee meetings. This officer position is often overlooked and underutilized by colonies and chapters; therefore, the Lt. Commander needs to work with you and the Commander to manage many of the chapter's internal operations. The Lt. Commander may need assistance motivating officers to do their jobs, resolve conflict between officers and/or committee chairmen, encouragement to utilize committees, and reassurance that his job is crucial to the chapter's success. As the mentor, you should encourage the Lt. Commander to be an active leader in the chapter, help him learn to manage various committees, and discuss with him what he wants and needs from you, as well as what the alumni board, alumni chapter, and others want and need from the chapter.
- **Suggestions for Working with the Treasurer:** As Finance Advisor you will likely need to assist the Treasurer in establishing and maintaining a budget. The Treasurer must understand or learn basic financial and accounting skills and monitor the Colony's/Chapter's income and expenses closely. The Treasurer is responsible for monetary collections for the Colony/Chapter members. Those who have fallen behind in their payments may require some unique encouragement or support. This should be carefully balanced with being a brother. Your main focus should be to help the Treasurer keep the Colony's/Chapter's finances in order and to develop sound financial practices for the Treasurer and the Colony/Chapter as a whole.
- **Suggestions for Working with the LEAD Chairman:** The LEAD Chairman manages the LEAD Program and how it is operated within a Colony/Chapter. The LEAD advisor should help plan the schedule for the implementation and completion of all LEAD phases, promote LEAD to the Colony/Chapter members, encourage alumni to participate by being a facilitator for various LEAD sessions, and help the LEAD Chairman identify additional guest facilitators.
- **Suggestions for Working with the Recruitment Chairman:** The Recruitment chairman has several resources provided by Headquarters. The Recruitment Chairman's Manual is theoretical in its purpose. It does not serve as a practical manual. The practical application manual is the Recruitment Bluebook. This manual serves to give direction and ideas to the Recruitment chairman and committee on how to successfully plan and execute recruitment. You should definitely be familiar with these concepts so you can help advise and promote these ideals.

Additional Resources for Coaching:

- **Books:** These books will give details on how best to work as an advisor and a mentor. It is important to remember that men you are working with are likely between 18 and 22, and have not been in a major leadership position before.
 - The Heart of Mentoring by David Stoddard
 - StrengthsFinder 2.0 by Tom Rath
 - Coaching Questions: A Coach's Guide to Powerful Asking Skills by Tony Stoltzfus
 - The Leadership Challenge, Coaching for Performance, Third Edition (People Skills for Professionals) by John Whitmore
 - The Heart of Coaching: Using Transformational Coaching to Create a High-Performance Coaching Culture by Thomas G. Crane and Lerissa Nancy Patrick
- **Websites:** The websites provided expand upon the coaching tips listed above. There are so many different types of personalities, it is important to know how to be able to convey your message of assistance and not lose credibility as a mentor.
 - 107 tips for coaching
 - http://www.thiagi.com/email-coach1_01-tips.html
 - Articles about Coaching
 - <http://humanresources.about.com/od/coachingmentoring/a/coaching.htm>
 - http://humanresources.about.com/od/leadership/a/leader_inspire.htm
 - http://humanresources.about.com/od/manageperformance/a/improve_perform.htm
 - <http://humanresources.about.com/cs/coachingmentoring/a/mentoring.htm>
 - How to give feedback
 - <http://humanresources.about.com/cs/communication/ht/Feedbackimpact.htm>