

BITE-SIZED TIPS FROM NIEC'S



Coaching for Effective Leadership

Why Coaching?

Coaching helps develop essential leadership traits like:

- Reflection & Self-Awareness
- Problem-Solving & Initiative
- Empathy & Stronger Teamwork
- Professional Growth & Resilience



Mentoring vs. Coaching

MENTORING	COACHING
Sharing your experience & offering solutions	Asking powerful questions to unlock their thinking
Providing direct strategies & guidance	Helping them explore possibilities & find their own path
Best when: Someone needs clear direction or specific expertise	Best when: You want to build their problem-solving skills and confidence
Example: "When I had that issue, I tried X. It worked well for me."	Example: "What have you already considered for this situation?"



KEY TIP: Ask "Are you looking for some ideas from me, or would you like some space to think this through and explore your own solutions?"



Choose the approach that best suits the situation: coaching, mentoring, or blended. Be flexible!

Embrace "Small C" Coaching

Make small, intentional shifts in your daily conversations to support thinking.



USE IT ANYWHERE, ANYTIME

Perfect for lesson planning discussions, team check-ins, or even casual chats



ASK THOUGHTFUL QUESTIONS

"WHAT" questions ignite reflection and empower action, while "WHY" questions can make people defensive and "HOW" questions focus on the process.



LISTEN FULLY

Give your complete attention, without interrupting or planning your response.



STAY CURIOUS & OPEN

Genuinely embrace new perspectives and possibilities.

















Use the CARE Coaching Framework

A simple structure to make coaching conversations truly meaningful.



- Be genuinely interested to understand their perspective.
- Ask open-ended questions to spark their thinking.
 - E.g., "What's your main goal here?" "What have you noticed...?"



- Be fully present and avoid interrupting or planning your response.
- Nod, make eye contact, and summarise to confirm you understand.
 - E.g., "So, you're feeling..."



- Be a mirror, helping them see their own thoughts more clearly.
- Ask "What" questions to encourage self-awareness and new insights.
 - E.g., "What does this situation tell you?" "What's one small step you could take?" "What would success look like for you here?"



- · Be a source of positive affirmation.
- Notice and acknowledge their efforts, strengths, and progress - however small.
 - E.g., "I can see you've put a lot of work into this." "Trying that shows real initiative."

Overcoming Common Coaching Challenges



"I have no time!"

Solution: Coaching can be as short as 2 minutes! Asking "What's one thing that went well today?" during a quick chat can spark reflection. Focus on one powerful question.



"How do I start?"

Solution: Keep it simple. Start with genuine curiosity. Prepare go-to questions like "What's one thing you'd do differently?"



"They just want answers!"

Solution: Offer a choice. "Would you like some ideas, or would you like space to think this through together?" This respects their need while opening the door for coaching.

Every thoughtful question, every moment of genuine listening, creates a ripple.

> Start yours today and watch the positive impact grow!



SHARED BY Ms Vinothini Mariappan, **Section Head (Academic** Management) at NIEC (ITE)













