

## Coaching Mastery – Case Study Guidelines

This case study will reflect on your learning journey as a coach and as you navigate a minimum of four coaching sessions and where the coaching hours will be a minimum of 12 hours with one coachee.

Writing a case study gives you an opportunity to reflect on your work. Your learning journey is unique to you and your writing will illuminate both the process and the content of your practice. It will show both the “how” and the “why” of your work as a coach and at its heart a case study allows you to focus in depth and gives attention to your unique style. You can expect to learn as you write, and this is one of the aims for the case-study.

You will need to write about the whole of the four sessions (or more if that is what you’ve contracted for) with one person to show how you built and maintained the coaching relationship, the coaching interventions that were used and the impact on your work as the coach. In demonstrating your learning and practice some sessions may require more focus than others and the key is that the whole process is reflected.

Write about what really interests you, has caught your imagination, stopped you in your tracks, what has been a moment of deeper understanding (or ‘ah ha’ moment). This will enliven your writing and help the flow.

### Suggested Structure

A case study is a form of narrative and will have a beginning, middle and end. It is useful to have sub-headings or labels as you go e.g. Background, Coaching Session 1 etc. You will write about the links between theory and practice and details of the interventions you made as a coach.

Confidentiality is important. You may choose a pseudonym or initials for your client or make sure there are no identifying features. You will have contracted with your coachee that they are to be your written case study for Coaching Mastery and explain who will read the case-study and how their confidentiality will be protected.

Please choose a style of case study completion that appeals to your authentic sense of self.

### Introduction

Describe your coachee; what was your first impression? Bring him or her alive to the reader. What kind of contract did you make and the initial goals or outcomes agreed to work on.

### Overall course of the coaching

How did the sessions go? What coaching supervision themes were raised in your work? How did you work with these? Describe what worked well and why and share any snags, difficulties, hitches that may have occurred and your reflections on them.

### Your own coaching supervision of your work

Weave into your narrative how you made use of your coaching supervision/tutoring on this work. What themes or issues did you explore in coaching supervision?

### Summary and Final Reflection

Briefly summarize your work with this client.

We also ask that you add (outside the wordcount), an assessment against the Association for Coaching competencies that we looked at in module one. How will this inform your future coaching practice?

As assessment of your coaching against the AC competencies is also a requirement for individual AC accreditation, should you wish to apply for that after the programme and this provides a start towards this.

### Case study submission details

The case study should be 1,000 words in length (+/- 10%). It will be in a word document format.

The case study will be marked developmentally rather than academically. Your supervisor will add 'comments' through the document to support and challenge your reflections in service of your wider learning. Your case study is peer reviewed by a second supervisor and you will receive summary comments (not a grade) from both supervisors.

In summary your case study should:

- BRIEFLY summarise the coaching issues presented (the case study is NOT a transcript of the content of the coachee's 'story')
- Reflect on the development / choices / awareness / change in the coachee across the sessions
- Reflect on the success and challenges met from your approaches (e.g. questions, techniques, interactions) you used
- Reflect on your own learning as a coach from this coaching client experience – the things that didn't work or tripped you up in some way are great learning reflections for the case study
- Summarise with an assessment against the AC coaching competencies

You may be asked to resubmit the case study if it does not reflect the above elements.

The case study should be uploaded to the portal's Assignment Upload Area tab by the deadline date and send James an email once you have uploaded it.