Lead

STRATEGIC - SUPPORTIVE - SELF

Leadership Coaching
Group Coaching Quickstart

HIGH**PERFORMANCE**
SCHOOLS

HPT Leadership Update Tool

HIGHPERFORMANCE SCHOOLS

EXAMPLE

Name	Sue Smith
Date	5 June
Barometer	Rushed

Current Priorities In Focus: *"If you have more than three priorities, you don't have any,"* Jim Collins

Strategic Leadership *(planning, delivery & performance)*	Finalising our school wide meeting cycle for next term
Supportive Leadership *(leading teams & individuals)*	Check-in with all team members & extra Team Huddles
Self Leadership *(wellbeing & personal growth)*	10,000 steps daily & review/update Life Strategy

Strategic Leadership

Supportive Leadership   **Self Leadership**

Leadership Successes and Challenges:

		Description	Impact	Action
Successes	**Last Week**	All cohorts using reading program	Key deliverable on AIP	Share data in staff mtgs
		Team 'Above & below line' docs done	Consistency for all staff	Update HPT team data walls
	Next Week	All cohorts using Team Profiles	Increased sharing & engagement	Showcase in staff meetings
		School art show	Parent & community engagement	Check in with organising group
Challenges	**Last Week**	Behavior issues, PBL non-compliance	Teacher stress & escalations	Confirm PBL protocols w' staff
		Staff sickness & juggling workloads	Long hours filling gaps - stress	Personal thankyou & check-ins
	Next Week	Staff shortage – specialist teachers	Timetable pressure, staff stress	Share timetable coverage plan
		School supervisor visit	Higher leadership team workload	Organise and prepare ahead

Work/Life & Wellbeing:

On Track	Off Track
Family Time	Exercise
Finances	Screen Time
Relationship	Snacking

HPT Team Systems

	On Track	Off Track
Team Data Wall	✓	
Team Activity Cycle		✓
Team Pulse/Boosters	✓	
Team		✓

The 'HPT Leadership Update Tool' ensures each coaching session is focused on your individual needs!

Hot Issues *(focus on day-to-day leadership & operational issues)*

Describe the Issue	Describe Impact / Risk
Staff wellbeing and workload	Rising sick leave, long hours, personality
Managing curriculum changes	Poor assessment results in curriculum not
Conflict between middle leaders	Mixed messages to staff and increased stress

Priority Relationships *(focus on relationships with key staff and stakeholders)*

Name	Critical Issue	Forward Strategy
PBL Team	Schoolwide rollout delays	Co-attend all PBL meetings
Student leaders	Confirm presentation for assembly	Meet with student leaders to finalise presso
Deputy Principal	Finalise development plan	Schedule for end of week and complete pre-work

HPT
Leadership Update Tool

HIGHPERFORMANCE SCHOOLS

Name	
Date	
Barometer	

Current Priorities In Focus: *"If you have more than three priorities, you don't have any," Jim Collins*

Strategic Leadership *(planning, delivery & performance)*	
Supportive Leadership *(leading teams & individuals)*	
Self Leadership *(wellbeing & personal growth)*	

Strategic Leadership

Supportive Leadership   Self Leadership
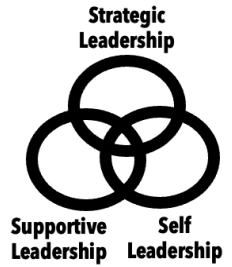
Leadership Successes and Challenges:

		Description	Impact	Action
Successes	Last Week			
	Next Week			
Challenges	Last Week			
	Next Week			

Work/Life & Wellbeing:

On Track	Off Track

HPT Team Systems

	On Track	Off Track
Team Data Wall		
Team Activity Cycle		
Team Pulse/Boosters		
Team Meetings		

Hot Issues *(focus on day-to-day leadership & operational issues)*

Describe the Issue	Describe Impact / Risk	Action / Solution

Priority Relationships *(focus on relationships with key staff and stakeholders)*

Name	Critical Issue	Forward Strategy

HPT Group Coaching Programs

HPT Leadership Group Coaching Programs are a tailored series of group coaching sessions held over 6-12 months and provide the reflective space, support & accountability needed to fast-track the Strategic, Supportive & Self leadership capabilities of Executive, Middle & Teacher Leaders to build sustainable High Performance Teams (HPT).

Strategic Leadership

Supportive Leadership   **Self Leadership**

EXAMPLE Group Coaching Agenda

HPT Group Coaching Agenda (60 / 75 mins 4-5 px)

Item / Focus	Description	Lead	Time
Item 1 *Inclusion*	**Welcome & Warm Up** • **Purpose:** *To provide leaders with support, accountability, growth and learning (in order of priority) around their identified coaching goals.* • **Attitude:** *'You get out of it what you put into it' - acknowledging the Learning Pit, and the need to dig deep & tolerate discomfort.* • **Ground Rules:** See below (esp. Confidentiality). • **Warm Up:** One word barometer and icebreaker (Level 2/3).	Coach All	4 mins

Item 2
Support
	Individual Leadership Updates (4 x 3 min each)
	Each person shares a summary from their weekly update tool mainly focusing on:
	   1. *'Current Priorities in Focus'*
	   2. *'Leadership Successes and Challenges'*
	   3. *'Hot Issues'*
	(questions if time permits otherwise note for offline conversations etc.)
		All	12/15 mins

Item 3 *Support*	**Hot Issues** • *Step 1:* Check for issues raised in updates and call for any final items – select top 3 – majority rule (2 min). • *Step 2:* (3 x 7 mins) Top 3 issues discussed in 7 minute cycles (1 min explain, 1 min clarify, 4 min discuss and 1 min takeaways) .	All & Led by nominated individual	23/30 mins
Item 4 *Growth/ Learning*	**Leadership Growth Area Discussion/ PD QuickShare** • Coach & Coachees discussion on a selected area of growth and development.	Led By Coach	13/15 mins
Item 5 *Accountable*	**Key Forward Actions / Priority Relationships** • Consolidation of key forward actions and priority relationships in focus	All	5/8 mins
Item 6 *Accountable*	**Close** • Barometer, Satisfaction Score (1-10) & Summary of Takeaway Actions). **Next Session Date/Time:**	Led by Coach	3 min

Ground Rules
1. **Openness & Trust** – *Chatham House Rule – Discussion remains 'off record' with 'on the record' documented when required.*
2. **Balanced Debate** – *Respecting both sides of the argument and allowing diversity of views.*
3. **Competency over Role** – *Respecting the 'value' of the person's opinion regardless of their 'status'.*
4. **Issues over Personalities** – *Staying 'issues' focused and not letting personalities overpower the agenda.*
5. **Accountable Actions & Clear Outcomes** – *Clear next steps and/or SMART actions identified where needed.*
6. **Device Rule** – *As needed with Chair's permission – On Task & On Topic!*