



Addressing Your Personal & USGS Challenges

U.S. Department of the Interior

U.S. Geological Survey

Use Action Plans to Help Lead Your Life



“What are your plans? Are you always going to be like this?”

“Nothing happens without personal transformation.”



W. Edwards Deming

Transformation is not an event but a process that evolves and unfolds throughout one's life.

Use your action plan to add
meaning to your life and
enhance your leadership
effectiveness
while helping to create a
leadership culture in the USGS.

Transformational Coaching...

Unleashes human potential
and expands personal
capacity to achieve the
dynamic goal of achieving
real change.

A Benefit of Coaching

Training alone yields a 22.4 % increase in productivity.

Training in conjunction with coaching yields a 88 % increase in productivity.

What is Peer Coaching?

- Collaborative, co-creative relationship
- Goal/outcome-oriented process
- Help individuals bridge the gap between where they are and where they want to be

Masterful Coaches...

- Inspire person to recognize possibilities
- Set higher standards than others would set for themselves
- Act with honesty and integrity
- Focus on forward action
- Have a passion to help others learn, grow, and perform

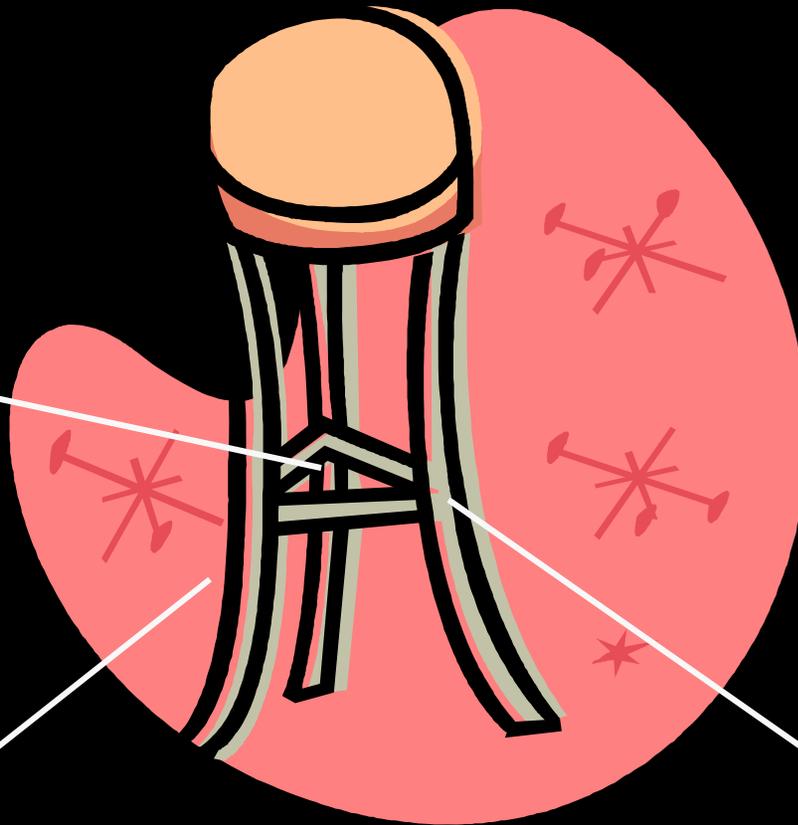
Source: Robert Hargrove, Masterful Coaching

Elements of Coaching

Action

Accountability

Support



To Use Your Peer Coach Effectively...

- Be clear about your intentions for the coaching relationship
- Ask for what you believe you need
- Be faithful to the commitments you make
- Measure your progress
- Put agreements in writing/share with coach
- Celebrate progress with the coach
- Be committed to your own transformation
- Have regularly scheduled sessions

Peer Coach

- Provide support through listening with compassion, encouraging, & asking powerful questions
- Help person be accountable
- Encourage action
 - Set up contact frequency to ensure follow-through
 - Remind each other of next contact date/time

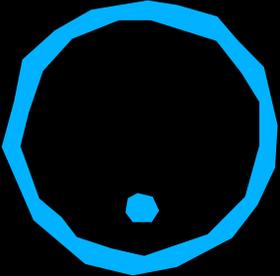
Feedforward - Jumpstart for Action Planning

- Pick 1 behavior you want to change
- Ask for *feedforward* – 2 suggestions
- Listen attentively and take notes.
No comments/talking!
- Thank the person across from you.
- Switch roles.

Good Action Plans...

- Create a context for change
- Explore possibilities
- Identify worthwhile goals
- Pinpoint areas for personal and professional development
- Craft the method for achieving success
- Identify resources for success (e.g., having a coach!)

Powerful Coaching Questions

- Ask what questions
- Avoid why questions
- Refer to handout for excellent s

Action Planning Instructions

- Select 1-2 goals. Your goals should:
 - Fall within your “O of _____”
 - Reflect who you want to be
- Find your partner
- Take 35 minutes each to ask questions of your partner & complete your partner’s form.
- Repeat the process, 15 minutes each, for action on the organizational issue.

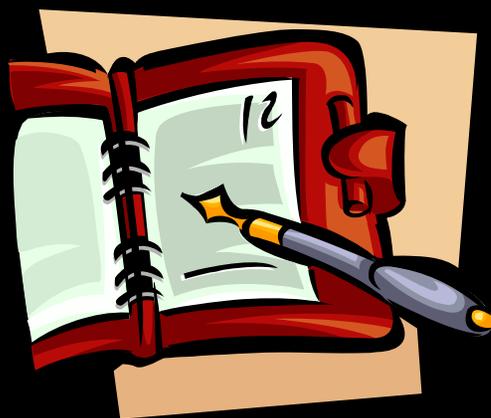
**What happens
when I get back to the office?**





The Leadership Program will summarize the USGS goal information to inform the ELT about the general actions people in the Leadership 201 classes plan to take to help lead the USGS.

**Please make a copy of your
action plan for the USGS
and then place your copy
in the evaluation box.**





Be a Leader

As a leader you are
100% accountable
for the results you create
in your life.

