



INnovative and New Solutions for Sustainable Employability

# DIARY

TRANSITION COACH

**ARE YOU INTENSED?**



Co-funded by the  
Erasmus+ Programme  
of the European Union

## INTRO

The consortium aims to provide the best possible support to all transition coaches in their own development. It is planned to provide targeted and qualitative feedback on your work as a transition coach to collect in a diary. In the diary you should on the one hand document the progress of the coaching and the progress of the client. On the other hand, you should describe your activities in relation to the Train the Trainer activities and being a multiplier and describe the reactions in your organization, team, department and network. You can choose the reporting period yourself. It is important that this should take at least 4 weeks and a maximum of 3 months.

## FEEDBACKS

In order to provide a high-quality feedback, we would like to reflect your diary from 3 points of view. Once you have the expertise of **ROBERT TRILLITZSCH**, your trainer in the course, available.

Then we would like to provide you with feedback from **BART SCHWARTZ**, who is available for a reflection. He offers feedback based on his experience in education and as a co-initiator of the INTENSE project.

As a third option, the **UNIVERSITY OF MALAGA**, represented by **ANTONIO MATAS TERRON**, will analyse the content of the diary. All three options should help you to pursue your own development goals as effectively as possible.

We want you to see all feedbacks in the same manner as the “auxiliary rules” in the theme centred interaction:

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*"Auxiliary rules help, when they help and are not meant to be enforced as laws" Ruth Cohn.*

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## RECOMMENDATIONS

Of course, you are free to write whatever you want, but it will be helpful if you write every week, every coaching unit or after every train the trainer unit something about the change you have made in your way of working as a transition coach and the change you see consequently with your client.

We recommend to choose just one client case for your diary.

We also like to read comments about the influence of the INTENSE training on the long run.

It is interesting to know how the reactions of your colleagues are.

Choose the starting point just after the course in Berlin. Please send your diary to the following persons by April 2019 or 3 months after the chosen start date:

[robert.trillitzsch@sbh-suedost.de](mailto:robert.trillitzsch@sbh-suedost.de)

[schwartz@kpnmail.nl](mailto:schwartz@kpnmail.nl)

[amatas@uma.es](mailto:amatas@uma.es)

## LEADING QUESTIONS

Please understand the questions as help and as a checklist. They help you to think through the process. It is not necessary to produce a lot of text. Key facts and a brief description of progress and achievements - even small steps - are the better option here.

### Progress of being a multiplier and train the trainer

- ✓ Are there results in your work as a train the trainer?
- ✓ Are the LMS, YouTube and workbooks useful?
- ✓ Do you see any (holistic) change in your organization and what are you doing to make a change?
- ✓ Have you acted to work as a trainer with other organizations in the region or elsewhere?
- ✓ Where were you successful this week?
- ✓ What went wrong?
- ✓ What knowledge is missing?

### Progress of coach-client relation

What is the change with your client in this period?

- ✓ **EFFICIENCY:** How does the client put the content of the coaching sessions into practice?
- ✓ **RELEVANCE:** In what way do the experiences of the client go together with her/his needs, priorities and expectations?
- ✓ **EFFECTIVENESS:** How much does each step contribute to the client success in achieving her/his objectives? How significant are the changes made by the client in relation to her/his objectives?
- ✓ **BENEFIT:** How did the coaching influence the desires and perceptions of the client?
- ✓ **SUSTAINABILITY:** How likely are the achievements of the client to be sustainable and to have long-term effects?



## DIARY

| Date or period | progress of being a multiplier / train the trainer |
|----------------|--|
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|                |  |
|                |  |
|                |  |



| Date or period | EFFICIENCY: How does the client put the content of the coaching sessions into practice? |
|----------------|---|
|                |   |



| Date or period | RELEVANCE: In what way do the experiences of the client go together with her/his needs, priorities and expectations? |
|----------------|--|
|                |  |



| Date or period | <b>EFFECTIVENESS: How much does each step contribute to the client success in achieving her/his objectives? How significant are the changes made by the client in relation to her/his objectives?</b> |
|----------------|---|
|                |   |



| Date or period | BENEFIT: How did the coaching influence the desires and perceptions of the client? |
|----------------|--|
|                |  |





| Date or period | SUSTAINABILITY: How likely are the achievements of the client to be sustainable and to have long-term effects? |
|----------------|--|
|                |  |