

Coaching and Mentoring script (2021839)

Coach - the Landsberg matrix is divided into four quadrants which are-

- Direct approach - for those people with low will and skill
- Excite approach - coaching style for people with low motivation, but high skill
- Guide approach - for those with low skill levels, but high will
- Delegate approach - for people with high motivation and high skill

Coach - for today's coaching session I will be apply the Landsberg coaching matrix to assess your level of skill and motivation and choose the best coaching suited to you.

Coach – Hello how are you today, Georgi?

Coachee – Not too good lately, I have been feeling very overwhelmed recently.

Coach – Oh I am sorry to hear this. Let's see how I can help you with you feeling overwhelmed. When did you start to feel like this?

Coachee – Since I started back in university this September after a long summer break

Coach – How has university caused this problem for you?

Coachee - I seem to not have enough time in the day to balance the university course, work life and home life, there just seems not to be enough time to fit everything in. The university course is the latest addition to my schedule since starting three years ago, and I need to make enough time to be able to study to pass the modules and get a degree.

Coach – Ok let's explore how we can organise your time better. On an average day how do you start it off?

Coachee - I work full time as a transport driver, six days a week. I wake up at 7am for work and leave for work at 7:30am. My working day ends around 7pm depending on the last fare. Firstly, I must plan my route daily as I work for transport, and I need to get passengers to school on time. I also must be at the pick-up point at the allotted time after school. This fits around my normal working hours. I also work Saturdays to make extra money.

Coach – So how does your university days fit in with your work life balance?

Coachee - I have university two days a week, but I need additional time to do research and complete any tasks set by lecturers which have a time constraint. During these two days I have to ensure that I am back in Swansea on time for my lessons and ensure that I am fully engaging with the lecturers, peers and work

Coach – Do you have a family and if so how do you manage your family time during the week?

Coachee – Yes, I have a family which consists of 4 children, one being special needs as well as a home that needs to be managed. I want to be able to contribute towards household duties. Every day it is hard to allocate time to ensure all needs are met leaving me stressed out.

Coach – How are feeling about this meeting? And speaking about the issues you are facing?

Coachee - I think it's good to get things out in the open, thinking out loud clarifies the issues and it might help me organise things better.

Coach – Do you think communicating with your lecturers and line manager at work could help?

Coachee - I have been talking to my lecturers and they have advised me to break down my assignment in stages on the weekdays and try keep the weekend free for family and work. My line manager is trying to get my school transport contract in the mornings closer to home, so I have more time for university lecture days.

Coach – So, what happens when you are stressed and overwhelmed?

Coachee – I often skip meals, sleep is impacted, or I fall asleep on the sofa from tiredness. This often leaves a negative impact on family life which I want to change

Coach – do you think you can take power naps during the evening as you feel tired?

Coachee - I never thought about taking power naps as usually when I get home from work there is so much to do daily, but I do think this could help with the tiredness, I think I can trial it and see how it works out.

Coach – What do you think you can do to decrease your stress and manage time better?

Coachee - I think I need to make a schedule which allocates time to each task that needs doing. This schedule needs to be in order of priority. Work schedules cannot change as this is contracted but I can set a timetable for university, family time and downtime for myself

Coach - Are there any resources that can aid with scheduling your time?

Coachee- I can speak to my wife on how to manage each day and together we can plan and organise set times where I do university work and know when to stop for a break, so I do not feel overburdened. I can also allocate an evening per week where I spend time with the family where we can enjoy a meal or play a boardgame.

Coach – do you think spending more time with your family will help relieve some stress and help you get away from the daily grind?

Coachee – I think it will help to spend more time with family and making memories.

Coach – Do you have any family or friends in similar positions, and do you think talking to them might help?

Coachee - I think speaking to them could help me, I could ask how they structure their work life balance. Most of my friends have a family similar to mine and most of them seem pretty settled in their life. Speaking to them will give some guidance on what has worked for them.

Coach - are there any other steps you can take to overcome how you are feeling?

Coachee - I can watch some self-help videos online and read on how to balance myself so I feel calm and in control

Coach - ok great, can you try the above ideas mentioned and catch up with me at a later date to see how you are getting on?

Coachee - of course, I will see how I feel about the situation after I have tried the remedies.

Coach - I would like to schedule a follow up meeting in two weeks' time. At the next meeting what would you like to have achieved?

Coachee - I would like to have achieved at least half of my goals and feel a lot calmer than I am currently.