

# 6 steps to your coaching

Supported by staff and organizational development (PE/OE)

[intranet.uni-graz.at](https://intranet.uni-graz.at)



1

## Electronic application

I request my (team) coaching electronically.

2

## Coordination of the coaching

The PE/OE contacts me for the next steps.

My (team) coaching is approved or an alternative is suggested to me.

3

## Focus & coach selection

Depending on the topic, I/we work together with the trust center for conflict situations or with an external coach. I choose the external coach myself from the coaching pool on the internet, the PEOE helps me with this.

4

## Planning with the coach

I arrange an initial telephone appointment with the coach to discuss the project and schedule; when I have decided on a coach, I give feedback to the PEOE.

5

## my coaching sessions

I/we in the team carry out the coaching. What I discuss with my coach or what we discuss as a team is confidential.

6

## Closing & Feedback

After the coaching session, I contact the PEOE and give feedback.