

Starting the Coaching Process

In order to participate in the coaching process, please follow these steps:

Step

1

Review the Capacity Coaching Overview document.

This document provides details on the coaching process including expectations to participate in coaching services.

Step

2

Apply to be coached.

Fill out a Coaching Application available by clicking here.

Step

3

Await coaching assignment.

An Iowa Department of Health and Human Services (Iowa HHS) Prevention Team member will review the application. If there are no additional questions, Iowa HHS will assign a coach within one month of application receipt. The coach will confirm this assignment with the prevention contractor via e-mail.

Step

4

Schedule dates and times for the coaching sessions with the coach.

The coach will contact the applicant to set up a contract meeting between the coach, new coachee and coaching sponsors via email. This meeting will set coaching expectations as well as establish meeting dates.

Step

5

Participate in coaching sessions.

Coaching services will be provided on a regular basis via the Zoom web conferencing system for the frequency requested.

- ▶ Download a web conferencing system
- ▶ Use a web camera during coaching sessions, if possible.
- ▶ Ensure a distraction-free time and location for coaching sessions.

Step

6

Fill out and submit the Coaching Service Completion Survey provided by Iowa HHS.

A survey will be e-mailed to each prevention contractor coached after the coaching service has concluded.

Questions?

If you would like to learn more about coaching, contact:

Leslie Mussmann, Lead Capacity Coach at 515-240-2918 or leslie.mussmann@hhs.iowa.gov
Julie Hibben, Prevention Lead at 515-326-5702 or julie.hibben@hhs.iowa.gov