

Leading with Coaching

Skills for Legal Administrators

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Let's Start With You

Which of these leadership challenges feels most familiar right now?

- **Buy-In**

Getting buy-in on new processes or technology

- **Priorities**

Managing competing priorities and deadlines

- **Retaining**

Developing and retaining team members

- **Communicating**

Communicating effectively across different levels

- **Balancing**

Balancing firm demands with team needs

Our Journey Today

Know yourself, Lead Authentically, Apply Strategy

- ➔ **Your Leadership Compass:**
Personal Values
- ➔ **Authentic Methodology:**
Coaching Skills
- ➔ **Strategic Application:**
Stay Interviews

"Amazing Leaders **Are** Amazing Coaches"

- Kim Ades, *Frame of Mind Coaching*





"The only person you are destined to become is the person you **decide to be."**

- Ralph Waldo Emerson

What Are Personal Values?

- > Your compass for leading, decision-making, and boundary setting
- > Who you are and how you show up
- > Guide your actions and interactions



Values are the **foundation** for authentic coaching and leadership.



Personal Values Assessment

Select Your Top 3 Personal Values From the List

You can add others if they are not on the list below.

Accomplishment	Commitments	Excitement	Improving Society	Nurture	Self-reliance
Achievement	Communication	Exercise	Independence	Obedience	Self-satisfaction
Activity	Compassion	Experience	Individualism	Openness	Service
Admiration	Competition	Experimentation	Influence Over Others	Order	Sincerity
Advancement	Conformity	Fairness	Inner Direction	Ownership	Social Life
Adventure	Connections	Faith	Inner Harmony	Patience	Social Power
Advocacy	Consistency	Fame	Integrity	Peacefulness	Spirituality
Affluence	Control	Family	Intellectualism	Perseverance	Stability
Ambition	Cooperation	Freedom	Intimacy	Personal-Development	Stamina
Appearance	Courage	Free Time	Joy	Philanthropy	Stimulation
Artistic Expression	Creativity	Fun	Kindness	Philosophy	Success
Authenticity	Culture	Generosity	Knowledge	Play	Taking Risks
Authority	Decisiveness	Genuineness	Laughter	Pleasure	Teamwork
Autonomy	Discipline	Happiness	Leadership	Possessions	Tenacity
Balance	Dominance	Harmony	Love	Power	Tranquility
Beauty	Driven	Health	Loyalty	Professionalism	Travel
Belonging	Duty	Helping Others	Materialism	Prosperity	Trust
Business	Education	Home	Responsibility	Recognition	Wealth
Career	Empathy	Honesty	Maturity	Religion	Well-being
Caring	Enjoyment	Honour	Meditation	Reputation	Wisdom
Challenge	Entertainment	Hope	Mentoring	Resilience	
Charity	Entrepreneurship	Humility	Modesty	Respectfulness	
Close Friends	Equality	Humour	Neatness	Security	
Comfort	Excellence	Imagination	Nonconformity	Self-expression	

Testing the Strength of Your Values



● Growth

Does this value help you grow, reach the next level, and bring you closer to becoming the leader you want to be?

● Impact

Does this value radically impact or transform your leadership?

● Connection

Is this value something I feel deeply about or something I think I should value based on external pressure?

Values Create Psychological Safety



● Respecting Others' Values

- Creates safe space to be vulnerable
- Allows sharing different views without judgment
- Builds trust through understanding
- Don't judge others for having different values



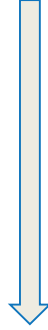
● Living Your Values

- Enables authentic leadership
- Helps you own mistakes gracefully
- Rebuilds trust through aligned actions
- Let go of guilt or doubt about your own values

The goal is self-awareness, *not self-criticism*.
Understanding what your values are helps you show up authentically.

Svetlana's Values Journey

Balance



Consistency

Quick Values Check-In with a Partner: Exercise 1



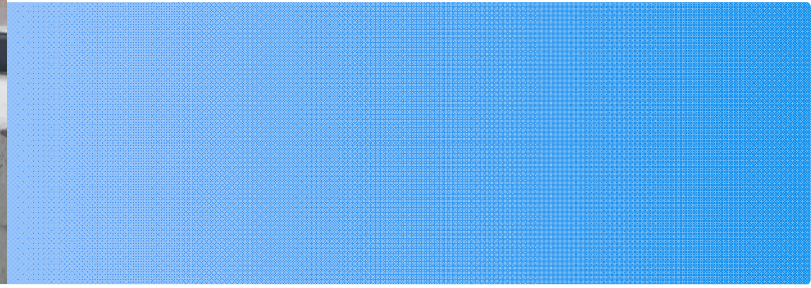
Looking at your top value:

- How do you currently see this value showing up in your leadership? Where might there be gaps? (*In your decision-making? In your communication? In your interactions with colleagues and collaboration?*) How do you feel when you are aligned or misaligned with your values? Write down your thoughts in the worksheet then share what you wrote with a partner. We will share as a group.



Authentically High Coaching

Coaching isn't about adopting someone else's style,
it's about leading through your **genuine** self.



Top 5 Coaching Qualities

Ways to Build Trust

1. Be Curious
2. Be Vulnerable
3. Be Transparent
4. Be an Active Listener
5. Be Comfortable with Pauses

Bonus Tips:

- **Be Focused** on Employee Thoughts in Achieving Results, not just Outcomes
- **Be Aware** of Your Own Story and Biases
- **Be a Vehicle** to Show Employees they are ABLE to keep commitments (vs holding them accountable)



How to Get the Most Out of Your Conversations

DO

Values in Action

- Focus on wins and stucks from previous week
- Discuss learning opportunities for growth
- Help employees connect work to bigger picture
- Share your own authentic stories
- Focus on employee mindset and potential

DON'T

Values Disconnected

- Provide to-do lists for task completion
- Turn meetings into status updates
- Hold employees accountable for deadlines only
- Make it about your agenda
- Focus solely on outcomes vs. development

Coaching Framework:

Exercise 2

1. Be Curious
2. Be Vulnerable
3. Be Transparent
4. Be an Active Listener
5. Be Comfortable with Pauses



What challenges or roadblocks are you facing right now?

Write down your thoughts in the worksheet then share what you wrote with a partner. One of you will be the **coach** and the other the **coachee**. The coach should explore the story and ask follow-up questions. Then, switch roles. We will share as a group.

personal values + coaching + ? = leadership development



What are Stay Interviews?

A structured conversation between an HR or operations team member and an employee to understand their motivations, job satisfaction, and areas for improvement with the goal of retaining top talent.

3 Key Benefits:

- Proactive vs. Reactive: Address issues before they become reasons to leave
- Individual Focus: Personalized retention strategies
- Trust Building: Creates space for open dialogue





Values-Based Stay Interview Questions

- What are three things we should **continue** doing?
- What are three things we can do to **improve** your experience?
- Do you feel a sense of **inclusion & belonging** at work?
- If a recruiter reached out about a new opportunity, **what could they offer** that you couldn't say no to?

Real Impact: What's Possible?



*"After 12 years at Lawline, I feel stuck in my role
because there are no new challenges for me.
I have started looking for new opportunities."*



Key Takeaways

Your Leadership Journey

- ➔ **Know Yourself:**
Values are your leadership compass
- ➔ **Lead Authentically:**
Coaching skills for development
- ➔ **Apply Strategically:**
Stay interviews create lasting change

Authentic leadership creates psychological safety, drives retention, and develops **people**.



My Commitment

"I commit to [specific action] because it will create [impact]."

Thank you



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