**Peer Coaching Guidelines[[1]](#footnote-1)**

As you coach your peer, consider the following

1. Listen fully and take notes as the person speaks.
2. Look for patterns of behavior that the person doesn’t necessarily see.
3. Note skills and behaviors that are effective and less effective.
4. Help the person see both the positive and the negative. See the good news embedded in the information.
5. Avoid criticism, judgment, analysis and blame. Try to be as objective as possible. Note this does not mean be nice. Your role is also to ask probing questions.
6. Help your peer move beyond personalities. Don’t worry about who made the comments or why. Help the person look for the nuggets embedded in the feedback
7. Share your insights around what you heard either throughout or at the end.

1. Adapted from Your Executive Coaching Solution by Joan Kofodimos, and Peer Coaching Overview by Andrew Thorn, Marilyn McLeod and Marshall Goldsmith. [↑](#footnote-ref-1)