



## onCoach® – the personal development system

### Quick Users Guide

*The onCoach process offers you a structured coaching opportunity for practice that begins with completion of an Action Plan, continues with a personal coach, journaling and involvement in a coaching group that helps keep awareness and practice high.*

Step	Function	Description
①	Register	Go on-line to the onCoach web address given to you at your workshop and register for post-workshop coaching. (Click “Post-Workshop Registration” on right menu.) Do this only once.
②	Enroll	Once Registered, go to the Enroll function where you will pick a “coaching package,” a series of dates and times associated with a personal coach. Each package will contain between one and five individuals who will meet once a week (usually by phone) with the respective package coach.
③	myPlan	Once Enrolled in a coaching Package, you should proceed to the “myPlan” function to begin creating your Action Plan with 2-3 SMART goals that you can commit to practice during the coaching process. <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p><i>A SMART goal should describe what a good job looks like.</i></p> </div> <div style="border: 1px solid black; padding: 5px;"> <p><i>Specific &amp; measurable</i>  <i>Motivating</i>  <i>Attainable</i>  <i>Relevant</i>  <i>Trackable</i></p> </div> </div>
④	myJournal	With your Plan defined, begin your journaling process at “myJournal.” Keep your onCoach journal and track your practice and experiences related to your goals. Journal entries can be as short or as long as needed in order to integrate the skills learned. You may designate them to be Private – seen only by you – or share them with your coach.
⑤	Package Blog	The other individuals in your coaching Package, including your coach, have access to a “Package Blog” where you may share your questions and successes when you are not engaged in an actual coaching meeting. (You must be Enrolled to use the blog.)
⑥	Coach Notes	Access individualized coaching notes from your personal coach. Available whenever your coach enters them.
⑦	Wizards	Various wizards are available to expand your learning depending on the content of the training workshop you attended originally.
⑧	Support Library	Forms and white papers are available in the onCoach Support Library.