

# Ignite Best Practices

Gathered from Ignite Project Managers, the following are takeaways that will lead to success. ICF Chapter Leaders are encouraged to utilize these tips in your pro bono coaching projects.



## ✓ Vet potential partners

- Evaluate for organizational readiness
- Ensure partner buy-in
- Structure coaching to align with organizational priorities
- Be patient... it takes time to get it right!

## ✓ Communicate, communicate, communicate

- Clearly outline key points of the project for your partner organization up front
- Set expectations for coaching engagements
- Talk about the impact potential of coaching
- Ensure coaching is viewed as a professional development opportunity, not mandated as disciplinary
- Check-in throughout project with the partner organization, coaches and Chapter Leaders

## ✓ Create Chapter and Board buy-in

- Inspire, recruit, and engage volunteer leadership
- Communicate updates regularly to the Chapter and Board
- Create a PR plan to share details of the project

## ✓ Build a project management team

- Include Chapter volunteers in a project management team to divide up the tasks

## ✓ Utilize Ignite resources

- Reference the Ignite Resource Suite of Tools for templates, best practices and project materials
- [foundationoficf.org/ignite](https://foundationoficf.org/ignite)

## ✓ Use surveys to match coaches with coachees

- Use the Coaching Questionnaire to gather more information about the needs of the coachee
- Request basic information, specialties, and CVs from coaches

## ✓ Host a launch meeting

- Before the coaching engagements begin, host a launch meeting to explain more about coaching and the expectations for the program

## ✓ Have a clearly communicated tracking process

- Be transparent and up-front about process and expectations
- Check-in regularly with coaches to report completed sessions
- Use CoachLogix or the provided ICFF template to organize data

## ✓ Measurement

- Communicate the importance of participation with the organization at the beginning and throughout the project
- Talk about the impact potential
- Directly encourage coachees to participate in surveys through coordination with ICFF



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