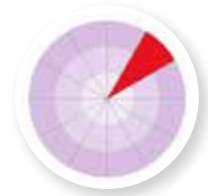


COACH

Advising Others



Advising others is one of the Coach style behaviors in the Sphere of Influence 360°.

There are a few reasons to give advice: to help others handle situations more effectively, find better solutions to problems, and achieve goals faster and more efficiently.

How do you make sure that people are open to your advice? That it comes at the right time and adds value? How can you best advise people to act or react more effectively?



“Advice is like snow - the softer it falls, the longer it dwells upon, and the deeper it sinks into the mind.”

- Samuel Taylor Coleridge

Do's and don'ts when giving advice

Before you practice giving advice, here are some tips to make your advice seem more valuable to others. We will come back to these tips in the exercises.

Deepen your understanding of the other person's situation

Investigate the situation to find out what someone has already done and what they need before giving advice. This way, you can relate your guidance to their problem. If you give advice that doesn't solve the real problem, you're wasting everybody's time.

Ask for permission first

People often ignore unsolicited advice. If others perceive you as pushy, they will shut off.

Provide options, not a solution

Consider the situation more like a brainstorming session by presenting options that the other person can expand on or build upon. Give choices and check whether others can use these.

Avoid being judgemental

Do not focus your advice on what went wrong in the past and what someone should not have done. Rather, address what someone could do in the future.

Keep it simple

Too much information can overwhelm people. Try to formulate your advice concisely and avoid giving too many options at once.

Exercise 1: Formulating advice

The first exercise focuses on the last three tips from the previous page, which concern how you deliver the advice. Before you start, it can be helpful to practice formulating non-judgmental, to-the-point advice and expressing it as an option.

Consider a situation where you could or would have advised a colleague. Then answer the three questions in the tables on the next page, step by step.

Step 1: What would your advice be in the given situation?



Step 2: Can you make it more future-oriented or less judgmental?



Step 3: Do you see opportunities to make your advice shorter?



Repeat the same steps for a different situation.

Step 1: What would your advice be in the given situation?



Step 2: Can you make it more future-oriented or less judgmental?



Step 3: Do you see opportunities to make your advice shorter?



Exercise 2: Explore

In this second exercise, we encourage you to practice the first step when giving advice: explore the situation before jumping to conclusions.

The following questions can help you deepen your understanding of the other person's situation.



Exercise 3: Ask permission

Once you have identified the other person's problem and believe they feel their situation has been acknowledged, you can test whether or not your advice is welcome.

Here are several ways in which you can check this:



If the person in question indicates that they don't want advice, then the help you can offer stops here. In these cases, you can let them know that your door is always open if they want your advice.

If the answer to the above questions is 'YES,' you can give advice. Think back to the tips you applied in Exercise 1 on the topic.

Good luck!

Evaluation:

How did your attempt to advise others work out?



1



2



3



4



5

What did you learn? What insights did you gain?

What went well? What would you repeat?

What can you do to improve your performance?

What is your next step?