

# PRIMER FOR GBB COACHING

1. At least **ONE MONTH** before the coaching appointment
  - 1.1. Secure permission of the person(s) to order the Grip-Birkman report, including:
    - Name
    - Email address
    - Physical address, if sending YLG
    - Give address for payment to be mailed to you.
  - 1.2. Order the report(s) from ChurchSmart, preferably Bob Rummel at 800/253-4276 or online.
2. **THREE WEEK**
  - 2.1. Check to see if the materials have been received
  - 2.2. Encourage completion of *Here's What I Think About You*
  - 2.3. If payment has not been received, send a reminder to encourage that it be done
3. **TWO WEEK**
  - 3.1. Check for completion of YLG and encourage to finish Birkman
  - 3.2. Establish definite appointment time and clarify that they will call you if coaching is not done in person
  - 3.3. If group, assign short biographies
4. **ONE WEEK**
  - 4.1. Check for completion of the report
  - 4.2. Assign Quick Look and Top Ten
  - 4.3. Begin studying report(s)
5. **TWO DAY**
  - 5.1. Email reminder of date and time, including that they are calling you
  - 5.2. If Quick Look and Top Ten not received, remind to send
6. **ONE DAY**
  - 6.1. Review report
  - 6.2. Go over Quick Look and Top Ten, making notes of questions to ask
7. **DAY OF APPOINTMENT**
  - 7.1. Pray
  - 7.2. Ask questions
  - 7.3. LISTEN!!!
8. **DAY AFTER**
  - 8.1. Email thanks
  - 8.2. Invite further questions
  - 8.3. Email 30 Day Journal
  - 8.4. Ask if there is someone they will recommend and get contact information

\*\*\*All of the above is done with the expectation that the whole process is bathed in prayer, asking for God to bless the process and give you His wisdom as you minister. Remember that you are God's tool.