

Leadership/Executive Coaching



Forward Focused Business Advisors

This 90-day program provides one-on-one coaching to engage an individual to help them improve not only their own ability to collaborate and communicate with others; but also, to ready them for future leadership positions within an organization.

Program includes:

- **Discovery:** Through a variety of mediums (interviews, 360 survey and behavioral assessment), we'll garner feedback from the stakeholders who work directly/indirectly with this individual. The results of these conversations will provide specific/customized topics for 1:1 coaching.
 - Behavioral Assessment of the individual includes readback, personal development guide; manager strategy guide; and other coaching tools.
- **Coaching for Results:** Based on the results of the Discovery phase, we'll create a customized coaching plan to be used over the course of the 90-day period. We'll meet with the individual, 1:1, every other week. The coaching calls are designed to provide a structure and to hold them accountable for achieving goals that are mutually agreed upon. (Coaching calls may include topics such as Managing Up, Down and Across; Communicating Simply and Powerfully; Resolving Unproductive Conflict; as well as Effective Time Management)
 - Includes eight (8) 1:1 coaching sessions for one leader/executive.
 - 2-3 sessions with the individual's Manager to summarize and review progress of coaching.
- **Follow-up & Support:** We are also available for an additional 90-days after coaching has been completed for any follow-up questions or concerns.
- 90-day engagement.
- \$4,750/paid in full upon execution of agreement.

Program Outline		
Discovery	<i>The first step in our process involves gathering information and data from multiple vantage points. We'll use and refer back to this information throughout the coaching.</i>	<ul style="list-style-type: none"> • Management Interview • 360 Stakeholder Feedback Survey • Behavioral Assessment of the individual
Management Summary/Review I	<i>Gaining the insight of the individuals' direct Manager is an important step as we set the stage for the work we'll do during the 1:1 coaching.</i>	<ul style="list-style-type: none"> • Recap findings with the individual's direct Manager • Review Goals of 1:1 coaching
Coaching for Results	<i>Over the course of 90-days, we'll meet every-other week, 1:1 with discussions points that are customized based on the results of the Discovery Phase. Together, we'll set goals and accountability metrics to be achieved.</i>	<ul style="list-style-type: none"> • Review feedback with coaching candidate & coaching plan • Managing up, down and across effectively • Communicating simply and powerfully • Resolving unproductive conflict • Prioritize work and effective time management • Setting goals for the team and managing expectations • Leadership Journey
Management Summary/Review II	<i>These sessions are used to keep the individual's Manager up to date on progress and continue to get feedback from their point of view.</i>	<ul style="list-style-type: none"> • Manager update
Follow-up & Support	<i>In addition to the 1:1 coaching calls, we'll continue to support the individual for an additional 90-days to answer any follow-up questions or concerns.</i>	<ul style="list-style-type: none"> • Adjust Coaching Plan as needed