



## Executive Coaching Program

Transitions For Business provides a comprehensive coaching program for preparing executives for their next level of success. Each program is customized to the needs of the executive, designed to dovetail with existing development methods and tools. Below are the components that can be combined to create your unique program.

### **Create a Position Benchmark**

We begin the coaching process by making an unbiased assessment of what the current position, or targeted succession position, requires. The Coach facilitates a session with key stakeholders to determine key accountabilities; the success factors for the position. (This benchmark can also be used for future candidate selection for this position)

### **Determine Strengths and Gaps**

The next step is to compare the Executive to the position benchmark and the key success factors using the comprehensive TriMetrix® & DNA assessments.

### **360 Perspectives**

Transitions will conduct up to 12 phone interviews using questions co-designed by the Coach and Executive and based on the position success factors. Our two-layer 360 process provides full confidentiality to the participants. The Coach will consolidate the results and provide a report of separate perspectives from the direct reports and leader/peers viewpoints.

### **360 Insights**

Transitions can also provide an electronic 360 for gathering broader organizational input. The Coach and Executive create customized questions on culture, job satisfaction and/or leadership perspectives. The online survey is provided, via Internet link, to up to 1000 participants. Consolidated results are provided in three reporting formats.

### **Joint Goal Development**

Together, you and your coach will design a coaching program and goals that fit your needs and schedule. Using input from the

benchmark comparison and 360 Perspectives, the Coach and Executive will co-develop goals and measures for the coaching period.

### **One-on-one Coaching**

Twelve coaching sessions will occur over a six-month time period, conducted in 45 minute sessions. The Coach and Executive will take periodic checkpoints to monitor progress towards stated goals. All executive coaching will be conducted by Teresa J. Pool, Professional Certified Coach and President of Transitions For Business.

### **Direct Insights**

Coaching that focuses on leading leaders, communication and/or organizational performance will include TriMetrix® profiles for each direct report. This provides insights into optimal leadership and communication style for staff, as well as identifying potential gaps and current leadership style for the organization.

### **Assumptions and Conditions**

Coaching is conducted virtually by telephone. We provide an online scheduling system for our clients to make and change their appointments at their convenience. Appointments cancelled or rescheduled without 24-hours notice will be charged in full.

### **Cancellation Policy**

The coaching package is non-refundable. In the event of separation or role change of the Executive, the remaining coaching package may be transferred to another leader in the organization.

### **Roles & Responsibilities**

Successful coaching in the development process requires a solid foundation of participation and clearly defined roles.

#### **The Coach**

Use proven coaching techniques (observation, powerful questions, active listening, direct communication, leadership best practices) to provide insights & tools, assign appropriate and meaningful fieldwork.

#### **The Executive**

Accept full responsibility for progress, be open & honest about challenges, apply what is being learned, execute the fieldwork, and provide feedback to the Coach about what is working and what is not.

### **Fee Structure**

Pricing for the coaching program is based on your unique combination of services. Call for a customized service estimate.