



Leadership Performance Coaching

Transitions For Business provides a comprehensive coaching program for preparing leaders for promotion and succession. Each program is customized to the needs of the leader and the company, designed to dovetail with existing development methods and tools. Below are the components that can be combined to create your unique program.

Coaching Assessment & Debrief

The Coach will issue an online TriMetrix[®] Coaching assessment to the Leader and their Manager at the onset of the engagement. This comprehensive assessment package gathers information on personal motivators, workplace behaviors and communication style, and 23 leadership attributes. The debrief with the Leader reviews the results as related the coaching goals.

Coaching Interview

The Coach will conduct an initial meeting/interview with the Leader. This will include a discussion of goals for the program, perception of the coaching and leadership development process, and success factors for working together.

Joint Goal Development

The Coach will facilitate a three-way discussion with the Leader and their Manager to co-develop goals and measures for the coaching period. The Leader is responsible for documenting the goals and measures from this session to provide to the Manager and the Coach.

360 Perspectives

Transitions will provide a 3rd party interviewer who is experienced in our 360 interview process. Up to 10 interviews will occur by phone, using questions co-designed by the Coach and Leader and based on the coaching goals. The interviewer will document the results of each interview and provide this information to Transitions. This documentation will not include personal identification, providing full confidentiality to the participants. The Coach will consolidate the results and provide a report of separate perspectives from the direct reports and manager/peers viewpoints.

360 Insights

Transitions also offers an electronic 360 process with online delivery. The Coach and Leader co-design up to 25 questions based on coaching goals and desired leadership skills. The online survey is provided, via Internet link, to up to 99 participants. Consolidated results are provided in two reporting formats.

One-on-one Coaching – Phase 1

Six coaching sessions will occur over a three-month time period, conducted in 45 minute sessions. Session content is confidential and the Leader is responsible for any notes they choose to make. The coach will issue fieldwork appropriate to the goals currently under development. All coaching will be conducted by Teresa J. Pool of Transitions For Business.

Progress Evaluation Meeting

At the conclusion of Phase 1, the Leader and Manager have the option to have a three-way discussion to review progress, update goals and adjust the process. The Leader is responsible for updating the goals and measures from this session to provide to the Manager and the Coach. The coaching program may be concluded at this time due to either achievement of goals or lack of progress.

One-on-one Coaching – Phase 2

If desired progress is being made, as determined in the Progress Evaluation Meeting, a second series of six coaching sessions will be conducted over a three-month time period, using the adjusted goals.

Final Evaluation Meeting

A final evaluation meeting with the Coach, Leader and Manager will be conducted at the end of the coaching period, with a comparison of perceived progress against the initial measures. We also discuss plans for ongoing, in-house development. Coaching Program may be renewed, if warranted, at this time.

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 Leader, 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. Provide feedback to the Leader. Facilitate feedback reviews with the Manager.

The Leader

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

The Manager

Observe progress, provide ongoing feedback to the Leader, recognize and acknowledge improvements, provide opportunities to practice new skills and techniques.

Fee Structure

Pricing for the coaching program is based on your unique combination of services. Pricing ranges from \$4000-\$7000. Call for a customized service estimate.

Transitions For Business divides the billing into two service components for Performance Coaching. At the conclusion of the first coaching component, both parties will determine continuation the coaching program, based on full engagement and progress by the Leader.

Phase One payment is due at onset of engagement.

- Coaching Assessment & Debrief
- Coaching Interview
- Joint Goal Development
- 360 Insights
- One on One Coaching – 6 sessions
- Progress Evaluation Meeting

Phase Two is due Net 15 once program continuation is determined.

- One on One Coaching – 6 sessions
- Final Evaluation Meeting