



EXECUTIVE COACHING

NAME: Sample

DATE: Sample

EXECUTIVE COACHING

Executive coaching involves partnering with a coach and exploring and achieving professional and personal aspirations, growth, and potential.

CONFIDENTIALITY

The nature of our business relationship requires confidentiality. During the coaching relationship, you may share future plans, business challenges and opportunities, personal information, etc. As your coach, I will not at any time, either directly or indirectly, divulge such information.

The coaching partnership will enable both individual and organizational results. Sponsor Briefings will be prepared and provided for your Manager or designate as mutually agreed.

COACHING SESSIONS

One coaching session will occur each month. All coaching sessions will be pre-arranged for both date and time. Most coaching sessions will be 90 minutes in length. In the event that a coaching session needs to be rescheduled, please contact me a minimum of 48 hours in advance.

EXTRA TIME

In the event that you have a question or issue at any time that you would like to discuss, you are always encouraged to call or email and I will be pleased to assist you. I like to hear about successes as they happen and encourage communications proactively about a challenge. These are free of charge.

COACHEE COMMITMENT

Both coach and coachee will be committed to achieving outcomes. Committed coaching will result in sustainable development practices and personal and professional growth. In addition to attaining goals and leadership competencies, and realizing higher levels of performance, it is expected that you will embrace and be motivated by ongoing learning.

Ongoing learning will be prescribed by your coach as part of your developmental process, as required.

ACCOUNTABILITY

The coachee enters a coaching relationship with the understanding that he or she is responsible for creating his or her own decisions and actions. Executive coaching is process driven. Objectives are defined and specific actions are suggested and co-created with the coachee to ensure that the objectives are executed. You can look forward to communications that will challenge you to self-assess your progress and encourage you to stretch by acknowledging and leveraging your strengths. This can lead to enhancing your competencies in areas that require development.

SAMPLE COACHING AGENDA

- Setting /Review of goals & action plans
- Discussion of victories and lessons learned
- New strategies to move forward
- Perceived barriers from self & others
- Results to be achieved
- Time lines