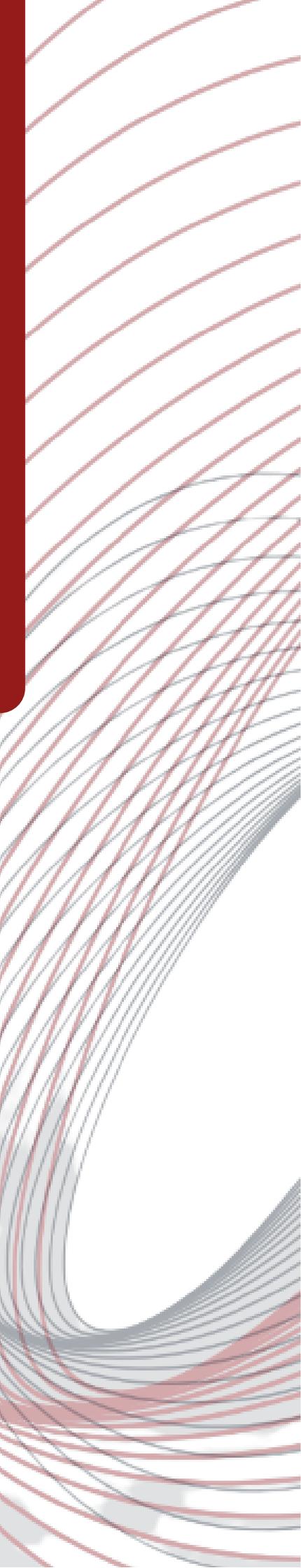


# EXECUTIVE COACHING SUPPORT



**LEAP**



# REQUIREMENT

In any organisation there can be an on-going requirement at intervals for members of the team to avail of some executive coaching support.

This typically arises when an individual moves into a new role or they are facing particular challenges in their existing role.

The Executive Coach brings a detached perspective, a disciplined and structured approach and a wealth of experience to assist the individual maximise the return and impact of the one to one coaching.

# PROPOSED FORMAT

To assist with the implementation of new skills and the development of personal capabilities four coaching sessions are proposed.

These sessions, of approximately 1.5 hours each, will draw on the issues or challenges the individual is encountering and determine practical solutions to addressing them.

***Typically the focus of the sessions will be on key leadership and management skills such as:***

1. Leadership skills: developing the style of leadership that is right for the individual and for the organisation. Recognising that leadership is about bringing people with you not dominating or asserting authority in a manner that “keeps people in their place”.
2. Managing People: recognising the different approaches to managing people.
3. Communication skills: understanding how to get a message across assertively, how to provide feedback that is constructive and how to manage disagreements before they become conflict.
4. Self-awareness: this role requires an understanding of one’s own behaviours and how they impact others. With that understanding the Production Manager can learn how to manage himself better and how to manage his relationships with others.

# PROPOSED FORMAT

## Session 1

- Setting expectations: what needs to be developed?
- How will the individual measure success?
- What concerns her about fulfilling the role?
- Addressing key areas

## Session 2

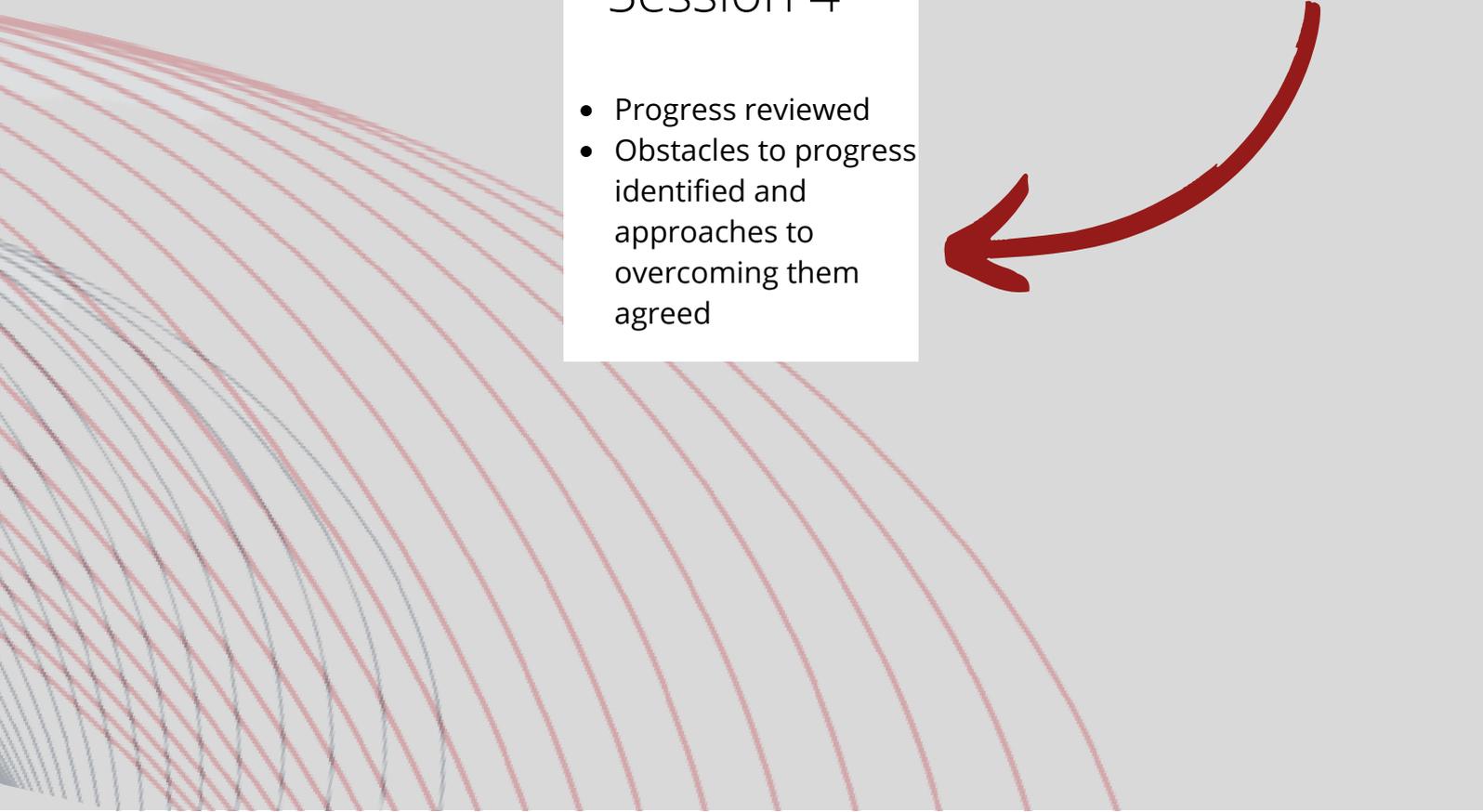
- Coaching session focusing on required actions
- Agreeing time frames for implementation
- Addressing obstacles

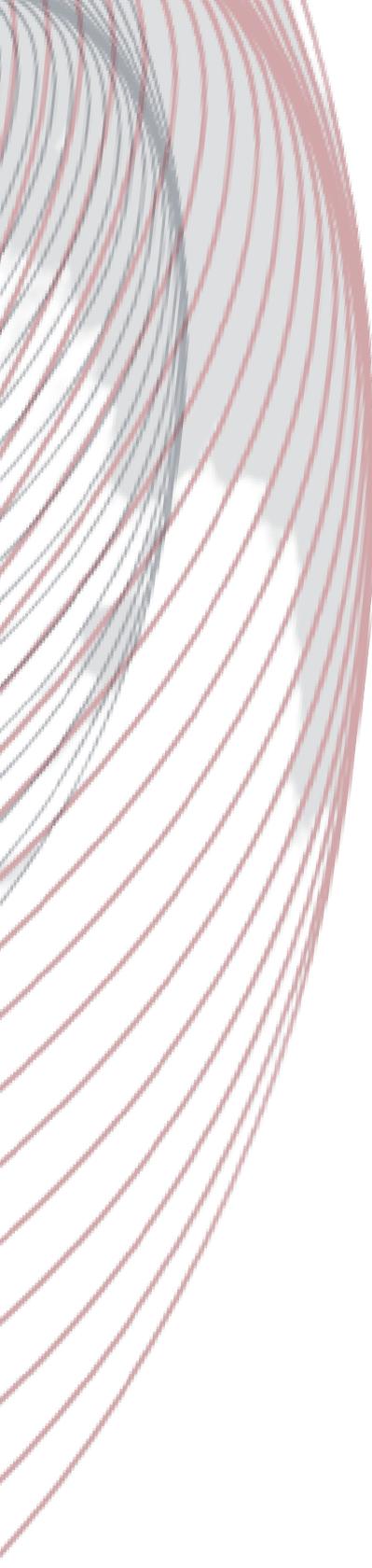
## Session 3

- Coaching session focusing on required actions
- Agreeing time frames for implementation
- Addressing obstacles

## Session 4

- Progress reviewed
- Obstacles to progress identified and approaches to overcoming them agreed





## COMPLETION

On completion of the four coaching sessions a review of progress will be initiated:

1. What changes have been made?
2. What has been the positive impact?
3. What are the areas that require further focus?
4. Next steps

This review can include the direct manager, HR and another management representative if appropriate. It can be helpful for the individual to hear, in a formal setting, of observations made by those who understand the role thoroughly. This can also demonstrate the organisation's commitment to the individual and their development.

## TIME FRAME

Each coaching session will be a maximum of 1.5 hours and facilitated every 3 weeks or as agreed following the first session – a longer period between each may be more beneficial in terms of applying learning and providing support over a longer duration.