

Leadership Coaching Process Deliverables

DELIVERABLE	DETAILS												
Weekly Development Sessions	We will meet weekly for 10 to 12 weeks. Each session will be approximately 60 to 90 minutes in length. This process enables the PBC (Person Being Coached) to “develop” since they will have application and practice time between sessions. Each session will end with specific goals and action steps to be accomplished by the next session.												
Follow-Up Options	<ul style="list-style-type: none"> • Bimonthly Coaching Sessions for the balance of the 12 month engagement. • Monthly Coaching Sessions for the balance of the 12 month engagement. • Collaborate with your Coach on the follow-up option that will work best for your unique situation. • Quarterly meetings for the three quarters following the last session. Participants will present progress reports on their individual and organizational goals. 												
Audio CD Series	<p>Twelve chapters of program content in audio form enables the participant to have multiple exposures to the content between sessions allowing the sessions to be hands-on and application oriented. Five exposures during the week between sessions result in content retention in excess of 60%.</p> <p>Content includes:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">The Coaching Relationship</td> <td style="width: 33%;">Preparation for Coaching</td> <td style="width: 33%;">A Product of the Past</td> </tr> <tr> <td>Understanding and Affirming Your “Self”</td> <td>Goal Setting for Success</td> <td>Building Success Attitudes and Habits</td> </tr> <tr> <td>Turning Solutions into Actions</td> <td>Managing Your Time</td> <td>Communication and Human Relations</td> </tr> <tr> <td>Motivation</td> <td>Decision Making and Problem Solving</td> <td>Continuing Your Leadership Growth</td> </tr> </table> <p>Additional content may be added to address needs for further development of: Time Strategies, Team Leadership, Communication, Delegation, Emotional Intelligence or other soft skill categories.</p>	The Coaching Relationship	Preparation for Coaching	A Product of the Past	Understanding and Affirming Your “Self”	Goal Setting for Success	Building Success Attitudes and Habits	Turning Solutions into Actions	Managing Your Time	Communication and Human Relations	Motivation	Decision Making and Problem Solving	Continuing Your Leadership Growth
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Understanding and Affirming Your “Self”	Goal Setting for Success	Building Success Attitudes and Habits											
Turning Solutions into Actions	Managing Your Time	Communication and Human Relations											
Motivation	Decision Making and Problem Solving	Continuing Your Leadership Growth											
Text	Exact same content as audio series with assessments at the end of each chapter for reinforcement of content. The text is also used as a reference guide.												

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Action Plan	<p>Self and Organizational Evaluation Sections include:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Dream Inventory</td> <td style="width: 33%;">Mental Development</td> <td style="width: 33%;">Social Development</td> </tr> <tr> <td>Physical Development</td> <td>Financial/Career Development</td> <td>Family Life Development</td> </tr> <tr> <td>Ethics and Beliefs Development</td> <td>Setting Goals and Establishing Priorities</td> <td>Goal Planning Sheets</td> </tr> <tr> <td>Organizational Goals Program</td> <td>Productivity</td> <td>Time Management</td> </tr> <tr> <td>Goals Summary</td> <td>Goals Accomplished</td> <td></td> </tr> </table>	Dream Inventory	Mental Development	Social Development	Physical Development	Financial/Career Development	Family Life Development	Ethics and Beliefs Development	Setting Goals and Establishing Priorities	Goal Planning Sheets	Organizational Goals Program	Productivity	Time Management	Goals Summary	Goals Accomplished	
Dream Inventory	Mental Development	Social Development														
Physical Development	Financial/Career Development	Family Life Development														
Ethics and Beliefs Development	Setting Goals and Establishing Priorities	Goal Planning Sheets														
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Goals Summary	Goals Accomplished															
Phone/Email Consultation	Participants will have unlimited phone/email consultations with the Coach during the process.															
Concept Application Through Goal Setting	Participants will focus on the implementation of key concepts and apply them by developing written goals with measurable action steps.															
Critical Issues	Participants will identify three critical issues within the organization and develop comprehensive action steps for each issue.															
Productivity Assessment	Participants will analyze current productivity followed by measurable goal setting.															
Self-Concept Profile	Participants will analyze current confidence and comfort levels with self, and create steps to be taken if improvement is desired.															
Personal Vision	Participants will develop a vivid mental picture of his/her future direction.															
Time Management Analysis	Participants will analyze his/her personal time management ability followed by goal setting where improvement is needed.															
Communication Assessment	Participants will discuss the current communication “state” and its impact on others.															
Measurable Results	The process is customized and tailored to achieve the measurable outcomes set by each specific client.															

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