

Executive Coaching Process



Month 6

Month 1

Objectives and Goals

- Verify coaching needs and objectives with HR and/or executive sponsor
- Schedule chemistry call with coaching candidate to verify coach “fit”
- Clarify roles and expectations with coaching candidate, HR and executive sponsor
- Set goals and measures
- Conduct stakeholder interviews and review coaching candidate’s internal assessments, engagement surveys, performance evaluations, etc.

Months 1-2

Data Collection and Feedback

- Launch assessment(s)
- Begin regular meetings with coaching candidate, every 2-3 weeks
- Review assessment results with coaching candidate
- Help coaching candidate to further define goals and desired outcomes
- Develop action plan
- Check-in with executive sponsor after fifth coaching session to report on coaching candidate’s willingness to engage in coaching process

Months 3-6

Coaching and Evaluation

- Build coaching candidate’s self-awareness
- Challenge coaching candidate’s blind spots to shed light on other possibilities and alternate behaviors
- Assign homework related to key objectives to complete between coaching sessions
- Evaluate progress with coaching candidate and executive sponsor after 10 coaching sessions to determine whether to continue or end engagement

Transition

- Hold post-coaching session where coaching candidate presents progress summary and action plan for sustainability to executive sponsor
- Create network for coaching candidate’s continued development
- (Optional) Measure coaching results via follow-up interviews with key stakeholders and/or post-coaching 360 assessment (one year after initial 360 was completed)