



Welcome and Introduction to Coaching



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Welcome! We are excited to work with you. Please read this before your first coaching session.

What is Executive Coaching?

Over the past 30 years, coaching has been formally used in organizations to grow leaders and leadership teams. Increasingly, coaching has proven to be a key method to help leaders realize their potential and, in the process, add immediate and long-term value to the organizations they serve.

- Coaching involves an assessment phase during which coach and client identify strengths and areas of potential development.
- It is a strategic process that aligns individual goals with organizational goals to ensure clients are getting the support they need to meet expectations.
- Clients gain knowledge and insights into how they are perceived and receive support with relationship building with direct reports, peers and their next level leader.

Business Outcomes of Coaching

Research clearly supports the efficacy of executive coaching as a method for achieving:

- Increased leadership capability and confidence
- Increased capability to lead a high performing team
- Increased motivation, engagement and job satisfaction for the client and their employees
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Integrated Approach is Best

Coaching is an action-oriented process that focuses on positive change and sustained growth. Coaching works best when it is part of an organization's overall leadership development plan and is tied to strategic goals.

Confidentiality

Confidentiality is one of the core ethical standards of coaching

- Clients own their assessment data
- Clients will decide what to work on with coach and will get input directly from their leader
- Coaches will not share individual information from session but may identify themes for organizations who engage LifeWorks with a group of clients.



Overview of Coaching Experience

Coaching Kick-Off: Introductory Form and Coaching Conversation

Clients will be encouraged to complete an online form prior to meeting with the coach. This provides the coach with historical context for discussing any assessment results such as a DiSC survey or 360 survey.

Clients have commented about how valuable it is to complete this form as part of the kick off. They have reported that this helped them use insights gained to see connections and to create meaningful goals.

Preparing for Each Coaching Session

Prior to your session, we recommend you think about insights you might share with the coach. Think about what you really want to have happen as a result of the coaching.

You drive the agenda for the coaching sessions. These questions can help you prepare for each session and make the most of the time with your coach.

- What have I learned or thought about since our last session?
- What new behaviors have I tried?
- How do I want to use my session?
- Some frustrations, concerns or challenges I am facing are . . .

Tips for Between Coaching sessions:

The value of coaching continues between sessions as you reflect on insights, inspirations and commitments that you agree to implement. You will make shifts in how you perceive the world and take more action based on a stronger sense of who you are throughout the coaching engagement and beyond. Between sessions you can:

- Share your goals with others and seek feedback from:
 - Your leader
 - Direct reports
 - Peers within your learning group
 - Peers across organization.

During the Coaching sessions:

Clear your space – physically and mentally. Let go of other items on the to-get-done list and get centered on using the session to its fullest.

At the beginning of the session, tell your coach how you want to spend the time.

Take notes either during coaching sessions or immediately afterward so you can be accountable and see your growth as we move forward with our coaching.

Give your coach feedback – what's working? What's not?



GETTING THE MOST FROM COACHING

Use your coach as a resource, not as an answer

- Your coach has lived a lot, seen a lot and coached others who are facing similar challenges.
- Your coach has been trained to listen, inspire, educate, manage, and guide.
- Your coach has been trained to initiate conversations, share ideas, make requests, clarify your thinking and support your decisions.
- Your coach does not have the answers. But you do.
- Your coach will help you discover them for yourself.

Value your coaching sessions

Athletes, performers and musicians know the value of having a coach on their team to help them grow. No serious athlete or musician expects to progress far without one. They make their coaching sessions a priority - and you must too. Be on time and be fully present (rested, ready to work, and willing to stretch) at the pre-arranged time.

Come to the coaching call prepared, with an agenda

It's your life. It's your opportunity. So, get what you want out of each session; don't wait for the coach to initiate. Come to each session with a list of questions, a concern, or an opportunity you want to discuss. Use the Session Prep form.

Keep Yourself Well Between Sessions

You are encouraged to go much further in taking extraordinary care of yourself than you ever have before. Develop Daily Habits that keep you well. You can work on this with your coach if you like. Coaching can help reduce stress and help you enjoy a better life.

Enjoy being coached. Coaching calls aren't frivolous, social conversations. However, they are meant to be enjoyable and pleasant. You deserve to enjoy your life, now!

Wrapping up the Coaching Engagement

At the end of your engagement, LifeWorks will send you a survey to gather your input about your experience. Your individual feedback will be confidential. A composite report will be shared with the sponsor of this project, and your coach.

Citations on the Benefits of Executive Coaching when combined with Training
Executive Coaching as a Transfer of Training Tool: Effects on Productivity in a Public Agencies, by Geral Olivero, K. Denise Bane, and Richard E. Kopelman, Public Personnel Management, December 1997; vol. 26, 4: pp. 461-469.
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