

EXECUTIVE COACHING PROCESS

Initial Meeting with Client Organization



Meeting with Sponsor, Line Manager, Other Stakeholders



'Chemistry Session'



Formal Proposal

The Company

The Individual

Aims of the Coaching Programme

Types of Coaching

Start Date

Duration of Programme

Length and Location of Sessions

Confidentiality

Measurement

Feedback and Review

Fees, Payment Terms, Cancellation Policy



Coaching Agreement

Standards of Ethical Conduct



Pre-Coaching Questionnaires/Assessments

360° Appraisals



Coaching Programme

Coaching sessions are usually conducted for up to two hours on a monthly basis. Formal reviews are held every three months to assess the progress made and if necessary, to implement any changes to the overall aims of the programme. Between sessions, contact with the coach will be possible via e-mail or on a pre-arranged basis by phone.