

Executive/Leadership Coaching Overview

AJO's Four-Phase Process

PARTNER

- Assess need for coaching
- Determine outcomes and stakeholder roles
- Select coach: AJO pre-screening, recommendation and presentation of biographies
- First meeting(s): All stakeholders; discuss objectives, goals, coaching process, purpose and boundaries
- Develop Letter of Agreement: Outline for coaching, objectives, process, investment

PLAN

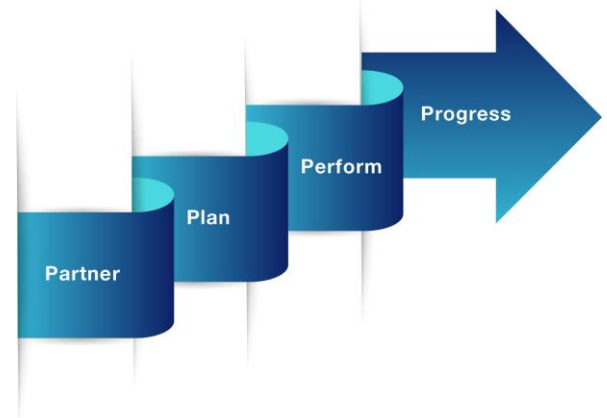
- Provide program materials and leadership guide
- Coaching and development begins
- Conduct 360° interview process (6 respondents)
- Identify developmental areas and activities
- Prepare coaching plan
- Review coaching plan with all stakeholders

PERFORM

- 2 coaching sessions per month
- Conduct additional assessments as recommended
- Complete developmental activities
- Provide articles, books, exercises, coach contacts
- Mid-point review: Follow up contact with all stakeholders

PROGRESS

- Assess progress, outcomes, accomplishments
- Checkpoint with 360° respondents
- Provide recommendations for future development and reinforcement beyond the formal engagement
- Provide extensions as needed for sustainability
- Checkpoint/survey with stakeholders to gain feedback on process, ROI, learning/outcomes & coach
- Provide feedback on organizational level trends, culture, challenges and learning, as appropriate



Coaching Development Needs Assessment Checklist

Use this checklist to identify optimal scenarios for executive/leadership coaching impact in your organization:

- Identify, assess and develop high potentials/leadership potential
- Strengthen executive presence and presentation skills for leadership impact
- On-board, assimilate/integrate your new leaders
- Broaden leader capabilities to prepare for a future role or assignment
- Reduce gaps and/or build capabilities in current roles through performance focused coaching
- Support a leader in a startup, high profile role and/or key strategic initiative
- Assess, identify and develop agile leaders who can operate in complex and dynamic environments (VUCA world)



Program Options and Deliverables

3 Month	6 Month
<ul style="list-style-type: none"> • 2, 2-hour sessions per month • 12 total coaching hours • 360° assessment with 6 interviews • Coaching Development Plan • Session preparation, informal coach contact • Closure letter/sustainability factors • Closure meeting with Leader and HR • End of engagement survey 	<ul style="list-style-type: none"> • 2, 2-hour sessions per month • 24 total coaching hours • 360° assessment with 6 interviews • Coaching Development Plan • Midpoint review with Leader/HR • Session preparation, informal coach contact • Post 360° if appropriate • Closure letter/sustainability factors • Closure meeting with Leader and HR • End of engagement survey