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# COACH JOELLE INC. EXECUTIVE COACHING PROCESS



Coaching is a highly collaborative process between coach and client. It is based in communication and trust and designed to deliver results. The key steps of the Coach Joelle Inc. executive coaching process are outlined below.

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## **STEP 1: Pre Assignment Assessment**

Prior to entering into a coaching relationship, we work with each leader to determine if coaching is the optimum course of action. We probe to determine commitment to the process from key parties and check for rapport between the leader and coach. Once all parties agree upon the coaching opportunity we enter into a 6 - 12 month agreement (duration depends upon engagement objectives).

## **STEP 2: 360 Interview Process**

In many engagements an interview-based 360 assessment is used to gather feedback on specific areas of opportunity to add to the leader's own development objectives. Interviews may include direct supervisors, board members, staff members and peers and varies by engagement based on applicability of each line of feedback.

## **STEP 3: Foundation Session**

An onsite Foundation Session is conducted to initiate the relationship. This includes visioning and goal setting, sharing key models and establishing rapport between the coach and leader and other involved parties.

## **STEP 4: Outcomes Definition**

At the completion of the 360 and Foundation Session the formal desired outcomes are documented and approved by the leader and appropriate stakeholders. These outcomes are the measures by which the leader's progress and the coaching engagement will be assessed.

## **STEP 5: Development Strategy Creation and Implementation**

A customized development strategy is created to meet program objectives and coaching is delivered over a series of weekly or bi-weekly one-hour sessions and includes periodic spot coaching as required. (Coaching sessions may be held by phone, in person or by video conference depending on location, schedule and session content.)

## **STEP 6: Attention to Results**

Throughout the process, the leader and coach assess results against weekly and monthly commitments and to the program objectives. Successes, milestones-reached and results are celebrated and recorded as they surface. Feedback on these results and coaching progress is shared in meetings with key individuals as appropriate at mutually agreed upon intervals.

## **STEP 7: Completion**

At the completion of the coaching program, the leader is interviewed to establish the outcomes of the engagement and determine their overall experience of the coaching. Feedback is gathered from appropriate 3rd party observers to achieve a comprehensive evaluation. (A formal compilation of results can be provided upon request.)

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