

Details About Our Executive Coaching Process

"Asked for a conservative estimate of the monetary payoff from the coaching they got, these managers described an average return of more than \$100,000, or about six times what the coaching had cost their companies." Fortune, 2001

As executive coaches, we help leaders become skilled at managing projects and people. We make their lives easier by helping them address people challenges, opportunities, and problems.

Here is general information about our coaching process and the work involved in each step.

Each coaching engagement is unique, and hence, this process easily can be adjusted to tailor a client's needs. Doing so affects the goals we establish and our outcomes.

There are 5 steps, which average 44 hours of work done over 6 months.

Please share your ideas and questions about this process, so we can create what works best for you and the coachee/client.

Step 1. Assessment and Strengths Identification

Through interviews and comprehensive tools, we collect information about the client's current and past leadership roles, career successes and challenges, educational pursuits, and the values that drive his/her professional life.

Month 1, 14 hours

- ✓ Coach's preparation for the first meeting. 2 hours
- ✓ First in-person meeting, in which the client and his/her coach review the questionnaire submitted in advance of the meeting. 2 hours
- ✓ Coach phone interviews 6 stakeholders. 6 hours
- ✓ Preparation of stakeholder feedback report. 2 hours
- ✓ Second in-person meeting, delivery of stakeholder feedback. 2 hours
- ✓ Coach available for brief email and phone check in.

Please note additional, optional assessments are available and if utilized will alter the scope of the engagement.



Assessments options:

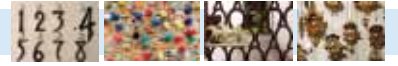
- Myers-Briggs Type Indicator ,
- Lominger LEADERSHIP ARCHITECT® and VOICES® 360°,
- CPI 260® ,
- Center for Creative Leadership assessment suite,
- The MSCEIT Emotional Intelligence Test,
- TalentSmart Discovering EQ™ and Emotional Intelligence Appraisal, and
- Leadership Practices Inventory (LPI).



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Step 2. Strategies & Action Plan

We verbalize what is necessary and actionable towards the client's leadership goals.

Month 2, 9 hours

- ✓ Coach's preparation of action plan. 3 hours
- ✓ Two, 1 hour coaching meetings (preferable to meet in person once a month). 2 hours
- ✓ Coach's preparation of meeting notes and action steps. 2 hours
- ✓ Observation of client at client side. 2 hours
- ✓ Coach available for brief email and phone check in.

Steps 3 & 4. 1:1 Coaching & Accountability & Support

During each discussion, we will review what the client accomplished since the last meeting and what steps are next in the action plan. In addition to discussions, we provide the client with relevant articles, exercises, and books.

Months 3-6, 18 hours

- ✓ Two, 1 hour coaching meetings. monthly (preferable to meet in person once a month). 2 hours x 4 = 8 hours
- ✓ Coach's preparation of meeting notes and action steps, monthly. 2 hours x 4 = 8 hours
- ✓ Coach's preparation and participation mid-point engagement meeting with client and sponsor, to review progress and action plan (preferable to meet in person). 2 hours
- ✓ Coach available for brief email and phone check in.

Step 5. Onward and Upward

As the engagement ends, we determine what support is necessary to ensure that the client's behavioral change continues.

Months 6-12, 3 hours

- ✓ Two, 1.5 hour in-person meetings to review progress and discuss hurdles. 3 hours
- ✓ Coach available for brief email and phone check in.



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