

EXECUTIVE COACHING

Leadership Development Plan (General) for coaching sponsored by organization

Name

Title/Role

Organization

Dates

1. Executive Coaching Overview

- Purpose: Outline the primary goals and objectives of the leadership development plan.
- Scope: Define the scope of the coaching engagement, including key areas of focus.

2. Assessment and Analysis

Assessment completed in month 1, 6 or 12, depending on engagement.

- **Self-Assessment:** Encourage the executive to conduct a self-assessment to identify strengths and areas for improvement.
- **360-Degree Feedback:** Gather feedback from peers, subordinates, and supervisors to provide a comprehensive view of the executive's leadership capabilities.
- **Psychometric assessments and surveys:** EQi 2.0, Leadership Circle Profile, and related assessments.

3. Goal Setting

- **Short-Term Goals:** Define specific, measurable, achievable, relevant, and time-bound (SMART) goals for the next 3-6 months.
- **Long-Term Goals:** Establish broader goals for the next 1-3 years that align with the executive's career aspirations and organizational objectives.

4. Developmental Activities

- **Coaching Sessions:** Schedule regular one-on-one coaching sessions to discuss progress, challenges, and strategies.
- **Workshops and Training:** Identify relevant workshops, seminars, and training programs to enhance leadership skills.
- **Team Coaching:** Group coaching sessions with leader, team members, or team for comprehensive change and development.

- **Integrated Programming:** Coaching and consulting for leader and team in the implementation of new programming, processes, or changes.

5. Action Plan

- **Action Steps:** Outline specific actions the executive will take to achieve their goals.
- **Resources Needed:** Identify any resources, such as books, courses, or tools, that will support the executive's development.
- **Timeline:** Create a timeline for completing each action step.

6. Monitoring and Evaluation

- **Progress Reviews:** Schedule regular check-ins with leader and stakeholders to review progress and adjust the plan as needed.
- **Success Metrics:** Define metrics to measure the success of the development plan, such as improved performance metrics, feedback scores, or achievement of specific goals.
- **Adjustments:** Make necessary adjustments to the plan based on feedback and changing circumstances.

7. Reflection and Continuous Improvement

- **Reflection:** Encourage the executive to reflect on their experiences and learnings throughout the coaching process.
- **Continuous Improvement:** Foster a mindset of continuous improvement and lifelong learning.

8. Stakeholder Check-ins

Regular check-ins and reviews with coachee sponsor(s)/board are scheduled approximately every 3 months. Confidentiality is maintained. This means reviews and check-ins are focused on reviewing outcomes and observational results and plans for coaching are adjusting accordingly.