LEAD YOUR WAY
SOLUTIONS

Executive Coaching Program

Welcome to our Executive Coaching Program. We are excited to be working with you! This proven program will accelerate your development as a leader and improve your organization's performance. You will enhance your knowledge and understanding of key leadership principles and techniques. You will also learn how to use executive mindsets, processes, and communication tools to reach your full potential as a leader and to help you achieve your business objectives.

Here is a brief overview of the program and the materials you can expect to receive along the way:

The Birkman Assessment and Debrief Session

The first step is for you to complete the online Birkman Questionnaire. Because assessment is a key component of personal and professional growth, we leverage it as a core component in our executive coaching program. Although we are certified to use a variety of assessments to help individuals discover their potential, we find that this assessment is particularly effective in providing insights that enable people to self-manage, avoid unproductive behaviors, and improve their impact and effectiveness as leaders.

Your To-Do: You will receive an email with a link to access the online Questionnaire. At this same time, we will schedule your first coaching session, a Debrief of your Birkman Assessment. During this session, your Coach will review the results of your Birkman Assessment and provide you with a copy of your Birkman report, detailing your assessment results.

Pre-Coaching Form & Competency Questionnaire

After your first session, the next step in the program is for you to complete the online Pre-Coaching Form and Competency Questionnaire. Information gathered from these documents will be the foundation for the sessions that follow, providing your Coach with insights on your leadership goals, business objectives, and current management skills.

Please note: Your manager will also assess your skills using the same Questionnaire you use to evaluate yourself. Obtaining this feedback is a critical component in your development process and will give both you and your manager insights into your strengths and growth areas from different perspectives.

Both your and your manager's responses to the Questionnaire will be summarized in a Competency Report that we will share with you, your manager, and other key leaders in your organization, as appropriate. Please note that only a summary of Questionnaire responses will be shared. Full responses will be kept confidential and not shared with anyone outside of Lead Your Way Solutions, so you can feel comfortable answering the Questionnaire honestly and candidly.

You and your manager will complete the Questionnaire again at a later point in the program so that your Coach will be able to accurately assess and measure your progress over time.

Your To-Do: You will receive an email with a link to access the Pre-Coaching Form and Questionnaire once your second coaching session is confirmed. Typically, we like to receive the completed forms back from you no later than 48 hours before your next session.

Check-In Form

Starting with your third session, and for each session that follows, you will need to complete a Check-In Form. This form informs your Coach about the leadership topics you want to focus on, as well as documenting new principles and techniques you've put into practice since your last session. The form serves as a tracker of sorts, demonstrating your progress toward achieving your business objectives and leadership goals.

Your To-Do: You will receive an email with a link to access this form online once your next session is confirmed. Typically, we like to receive the completed form back from you no later than 48 hours before your scheduled session. We will also send you an email reminder to complete the form, if you have not done so already, 2 days prior to your scheduled session.

After-Actions Report

Completed by your Coach, this report summarizes topics discussed in each session, highlighting key learnings and experiences, new principles and techniques applied, and actionable next steps. You will receive a copy of this report after each session.

The process of completing a Check-In Form prior to each session and receiving an After-Actions Report following each session will continue throughout the program.

We're here to help.

If you have questions or concerns at any time during the program, please reach out to us. We are completely committed to making this a valuable development experience that helps improve your personal performance, capabilities, and confidence as a leader, while also helping your organization thrive.