The complete coaching journey

HR print overview | 10 individual 60-minute Zoom sessions | Around 3-5 months

01 **HR review and initial conversation**

HR briefly reviews context, strengths and hoped-for change.

02 **Complete the corporate contract**

Agree engagement terms and scope, then complete the corporate contract.

03 **Individual leader agreements**

The coach directly sends and collects agreements covering purpose, format, confidentiality and sharing.

04 **30-minute orientation per leader**

After agreement return, review process, dates and preparation.

05 **Baseline surveys and shared goals**

Explore leader self-perception and team experience to establish goals and a baseline.

06 **Sessions 1-10 and work experiments**

Explore questions that matter within broad themes, try work experiments and reflect.

07 **Completion and follow-up**

Complete a growth report and sustainment plan; repeat the same surveys 2-3 months later.

HR and coach responsibilities

The coach directly administers leader baseline surveys. HR distributes and collects team baseline and follow-up surveys, passing responses to the coach for analysis. Agree respondent protection and sharing boundaries at setup.

Sessions 1-10 at a glance

Adapt the order and focus within broad themes to the leader’s goals and context.

01 **Self-awareness**
Distinguish intention from team experience and try a different response.

02 **Role transition**
Explain purpose, priorities and decision criteria.

03 **Decision-making**
Agree who decides and let people decide within those boundaries.

04 **Delegation and support**
Agree outcomes, decision boundaries, support and review timing.

05 **Pressure and conflict**
Notice pressure responses, check facts and communicate clear requests.

06 **1on1 conversations**
Ask and listen before advising; follow up on promised support.

07 **Supporting growth**
Agree a work challenge and support that fit the person’s growth.

08 **Team routines**
Record decisions, owners and deadlines; review follow-through.

09 **Organizational communication**
Present facts, impact, options and clear requests across the organization.

10 **Sustainment**
Agree return behaviors and a 30/60/90-day sustainment plan.

Workbook and two reports

Experiment workbook: research-informed practical tips, questions and practice/reflection notes.
Midpoint report: goal progress, observed change and next focus.
Leadership growth report: behavior change, learning and a 30/60/90-day plan. It excludes pre/post survey comparison.

Agree reporting timing, contents, recipients and support scope at setup. Protect private coaching dialogue. Specific performance outcomes are not guaranteed.