

# The Executive Coaching Process

## STEP 1: Introduction and Orientation

- Clarify the role of Coaching
- Ascertain and allocate roles, responsibilities and confidentiality
- Establish rapport and trust
- Gain clarity about leader's desires from the experience, short term goals, ways of working, and establishment of rapport.
- Understand if and when to involve key stakeholders.

## STEP 2: Assessments

- Collect qualitative and quantitative data about leader/ executive
- Investigate personal and leadership style, talents, and values
- Complete self-assessments – Values, Strengths, Enneagram
- Complete 360 Degree assessment for Individuals or Leaders

## STEP 3: Expanding Self-Awareness and Emotional Quotient Sessions

### Values Work – 2-3 Sessions

- Understanding your values – your primary and second motivations and aspirations
- Aligning beliefs, behaviors with Values
- Establishing boundaries
- Effective Decision Making

### Strengths Work – 2-3 Sessions

- Understanding your Talents
- Claiming your Talents and turning them into Strengths / Superpowers
- Using strengths to get outcomes
- Managing the balconies and basements of strengths
- Managing / Delegating / Outsourcing strengths as a leader/ Executive / team member

## STEP 4: Goal Setting and Support structures

- Drafting a development plan for achievement of Goals -
- Ensuring goals in alignment with Values and Strengths
- Ensuring goals in alignment with organizational needs and key stakeholders needs
- Establishing Personal Mission and Vision linked to Organizational Mission and Vision
- Structures needed to attain goals – clarity of process and outcomes
- Discipline, Learnings, Additional skills required

### **STEP 5: Overall Well-being of Client**

- Learning Self-love, Self-acknowledgement and Self-compassion
- Taking care of Mind, body, spirit - study, learning, practice

### **STEP 6: Check in with Stakeholders**

- Sharing about client's progress with key stakeholders, without compromising confidentiality
- Feedback from stakeholders to be shared with Leader
- Adjustments to goals, development plans if required to align with stakeholder expectations

### **STEP 7: Ongoing Coaching**

- Support executive's ongoing growth and learning
- Be accountability partner to commitment and achievement of goals
- Re-iterate learning from mistakes

\*Depending on client requirements, this process and structure may be modified.

### **Outcomes you can expect from this Engagement**

- A deep connection with and understanding of your Authentic self (Self Awareness)
- Expansion of EQ. Possibly some SQ (Spiritual Quotient) – Emotional Mastery
- Increased motivation and energy leading to greater productivity
- Greater understanding of Character attributes: Authenticity, Responsibility, Integrity, Vulnerability and Humility
- Developing Interpersonal Attributes: Authentic Communication, Constructive Negotiation, Focused Co-ordination, Managing and Motivating others
- Values and Strengths driven leadership, decision making and team management
- Authentic self-esteem
- Aligning personal motivations/ goals with organizational motivations/ goals
- Navigating crucial or difficult conversations

## LOGISTICS

### Location for the coaching sessions

- Option 1 – Coach’s office
- Option 2 – Zoom Video Call
- Option 3 – Client’s Office (Additional costs may apply)

### Assessment Costs are additional

- Individual Values Assessment – SGD 100
- Strengths Assessment – SGD 75
- 360 Degree Leadership Values Assessment - SGD 1,500.
- Enneagram – SGD 30

For a Complimentary Introductory Call or Questions – Please email [jasrin@jasrinsingh.com](mailto:jasrin@jasrinsingh.com)