

Executive Coaching for Results: The definitive guide to developing organizational leaders

Executive leaders from Fortune 100 and Global 500 companies were interviewed in our research. Their thoughts and comments on the coaching experience are summarized in the checklist below.

Coaching Checklist

	Activity
	<p>Self awareness about strengths and development opportunities</p> <ul style="list-style-type: none"> • Assessment feedback (360 instrument, interviews, and/or other data), and debrief is complete • Strengths are clear; how can I leverage them during my development? • Clear development opportunities are identified • There is a clear desire to change; I want to get better at _____
	<p>Select a skilled coach</p> <ul style="list-style-type: none"> • I want my coach to: (1) have the skills to do my job; (2) have skills to challenge my approach; or (3) have skills in my development area • Coach skills and qualities to consider: listens, direct communicator, honest, articulate, trustworthy, observer of me, focused on me, perceptive, positive, discreet, experienced in group dynamics, measures progress, professional, clever, and manages their ego. • I have reviewed bios of 1-3 coaches, and have interviewed 1-2 coaches; I have selected a coach <ul style="list-style-type: none"> -We have discussed his/her skills, experience, coaching process -We talked about the coaching relationship, trust, and confidentiality • We (leader and coach) have discussed “expectations” related to the coaching engagement • We (leader & coach) have contracted to work together for ___ months
	<p>Clarify your development focus</p> <ul style="list-style-type: none"> • I have shared assessment results, leadership strengths and development needs, and work history with my coach • My development focus will be _____; my work will be important to my leadership, the business, and valuable to my work group or team • I have discussed my development focus with my boss • The outcomes of my development will be _____
	<p>Commit to change</p> <ul style="list-style-type: none"> • My coach and I have agreed on frequency of coaching sessions • I have checked my calendar, and identified time for face-to-face coaching sessions, and the follow-up activities and practice • I have scheduled meeting time with my coach • I have scheduled monthly meetings with my boss to review my progress • I am ready to listen and try new behaviors
	<p>Follow a coaching process</p> <ul style="list-style-type: none"> • I understand the coaching process and am ready to move forward • We have written a development plan or contract that describes expected outcomes
	<p>Manage your coaching engagement</p> <ul style="list-style-type: none"> • My coach has had an orientation to my organization and its culture, and knows the names of my direct reports, peers, and boss • We have discussed the best way for my coach to reach me (assistant, phone, email, etc.)