

Commitments for an Executive Coaching Engagement

Coaching Process/Deliverables:

- Develop coaching goals at the outset of the [coaching process](#) with the [input of coachee's manager](#) (and/or HR/other stakeholders) at a joint goal setting meeting
- Have regular bi-weekly meetings, videoconferences or calls between coachee and coach
- Administration of personality assessments (to be shared with coachee only)
- “[360-degree feedback](#)” (data collected via interviews and/or on an [online platform](#)), summary report and debrief (to be shared with coachee only)
- Development plan based on the 360 feedback and personality assessments (to be drafted by coach and coachee, and shared with manager and/or HR and other stakeholders)
- Check-in meetings together with coachee, coachee's manager, HR, or designated others at the beginning and middle of the engagement (or whenever requested) and a close out meeting at the conclusion of the engagement

Coach's Commitment:

- Honor confidentiality of both coachee and feedback providers
- Provide candid and constructive feedback
- Help coachee learn and grow as a professional and as a leader
- Be available for alignment and check-in meetings with coachee and stakeholders as needed
- Participate in meetings with coachee, manager and/or others in order to assess progress
- Report/escalate any situation that may indicate risk to the company or the coachee

Coachee's Commitment:

- Make time for/engage in the process, participate in meetings every two weeks
- Be open to candid and constructive feedback and dedicated to learning and growing
- Draft, refine, share and implement a development plan
- Self-assess progress at the conclusion of the engagement

Organization/Manager/HR's Commitment

- Provide goals at the outset of the process
- Share feedback during the process
- Assess progress at the conclusion of the engagement