

# CONSULTING SOLUTIONS



## EXECUTIVE COACHING



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# EXECUTIVE COACHING

Have you ever said to yourself "I want to get over there, but I'm not sure how to do it?" You might have thought you needed guidance or candid feedback from someone who could provide either, privately and objectively. If that's the case, then a professional coach might be the answer for you! Coaching is a process aimed at supporting you translate learning to action by pairing you (or a small group of employees) with an experienced professional who can help you achieve your desired objectives in any of the following:



Progressing your career

Leading others

Planning strategically

Managing skillfully

Working in teams

Getting organized

Communicating with influence

Speaking in public

Being tactful and dealing with others

At EcoMan Training & Consulting, we use a coaching technique known as Co-Active Coaching, which is an experience of personal and professional development unlike other kinds of coaching. Based on the Co-Ac-tive Model, it begins by holding employees as naturally creative, resourceful and whole, and completely capable of finding their own answers to whatever challenges they face. The job of a Co-Active Coach is to ask powerful questions, listen and empower, to elicit the skills and creativity an employee already possesses, rather than instruct or advise. Approved by the International Coach Federation, the Co-Active Coaching model used by EcoMan Training & Consulting follows the steps below:

- 1 Establish rapport between coach and candidate
- 2 Determine objectives of coaching intervention
- 3 Draw coaching contract
- 4 Initiate coaching intervention
- 5 Agree on development plans for post-intervention phase

# THE PROCESS - EXPLAINED

## 1 Establish rapport between coach and candidate

In Step 1, the executive coach will meet with the candidate and/or sponsor (once or more) in order to understand the objectives of the coaching intervention. The meetings will also aim at gathering a list of the challenges and opportunities facing the candidate. These meetings usually take place at EcoMan's offices, the candidate's or any other venue mutually agreed upon by all parties.

## 2 Determine objectives of coaching intervention

In Step 2, the executive coach will formalize the outcome from Step 1 and then transcribe it onto a Personal Development Plan (PDP) which will be shared with the candidate or the sponsor for confirmation. This step is critical because it will form the basis of the coaching agreement which all stakeholders will commit to in Step 3.

## 3 Draw coaching contract

In Step 3, EcoMan will draw a coaching contract which highlights the terms governing all aspects of the coaching intervention. The contract will also specify the coaching objectives, process, and the level and type of confidentiality which will be maintained during the discussions. Once duly signed, the contract will kickstart the intervention.

## 4 Initiate coaching intervention

In Step 4, EcoMan's executive coach will begin the coaching intervention which consists of a series of face to face meetings separated by small projects and assignments aimed at enhancing the competencies and bridging the gaps identified in the PDP. The projects and assignments as well as the coaching process itself will all be subject to constant modifications until the candidate or the sponsor confirm that the desired objectives have been achieved.

## 5 Agree on development plans for post-intervention phase

In Step 5, EcoMan's executive coach, upon the achievement of the coaching objective(s), will complete and submit a progress report on the result of the coaching intervention in coordination with the candidate or the sponsor. The progress report will include the changes in the PDP agreed upon in Step 2.

# THE DELIVERABLE

At the end of each coaching intervention, the candidate or the sponsor will receive a Personal Development Plan which will be based on the following template:

| Personal Development Plan  |   | Candidate: Ahsan Mudeer   |   |   |
|--|---|---|---|---|
| Competency Levels  |   |   |   |   |
| 1<br>(Awareness)   | 2<br>(Application)  | 3<br>(Competence)   | 4<br>(Mastery)  |   |
| Lorem ipsum dolor sit amet, consectetur adipiscing elit.   | Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. | Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. | Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna. |   |
| Competency   | Starting Level  | Ending Level  | Change  | Recommendations for further development   |
| Product Management   | 4   | 2   | +2  | Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa.   |
| Strategic Thinking and Planning  | 3   | 1   | +2  | Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.  |
| Results Management   | 2   | 2   | 0   | Fusce est. Vivamus a tellus.  |
| Sales and Business Development   | 3   | 2   | +1  | Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci. Aenean nec lorem. In porttitor. Donec laoreet nonummy augue. |
| Client Relationship Management   | 2   | 2   | 0   | Mauris et orci. Aenean nec lorem. In porttitor. Donec laoreet nonummy augue.  |
| Coaching and People Development  | 3   | 1   | +2  | Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy.  |
| Communication and Presentation   | 3   | 2   | +1  | Donec blandit feugiat ligula. Donec hendrerit, felis et imperdiet euismod, purus ipsum pretium metus, in lacinia nulla nisi eget sapien. Donec ut est in lectus consequat consequat.                    |
| Negotiation  | 3   | 2   | +1  | Etiam eget dui. Aliquam erat volutpat. Sed at lorem in nunc porta tristique.  |
| Comments: Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy. |   |   |   |   |

Sample Representation

## IN PREPARATION FOR OUR CALL

We strongly recommend that you have as many of the following inputs ready as possible:

1. The performance appraisals for the candidate for the past 2 years (if available)
2. The candidate's training and development history (if available)
3. The willingness of the candidate to commit the time and the resources required to successfully complete the coaching intervention

The availability of the above will expedite the process of creating a custom fit proposal for your consulting need.

## CONTACT US

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