

# Executive 1:1 Coaching

## What is Executive 1:1 Coaching?

This customized leadership experience is a one-on-one desk-side coaching program. This highly impactful session is designed to enable executives to dramatically increase their productivity while creating greater balance in life. This program supports participants in creating a customized Workflow Management approach to using Microsoft Outlook or Google Suite to manage their constant stream of communication, tasks, and projects.

Executives will gain insight on the need for alignment and accountability within their organization, and it will help them to spark behavioral change and adoption of proven productivity principles throughout their team. This coaching session will help executives understand what they do and don't have control over, all while assisting them in identifying leadership challenges, opportunities, and solutions.

### Key Issues Addressed



Struggling to effectively manage a team



Limited personal life outside of work



Overwhelmed with responsibilities



Overloaded by tactical actions

### Key Results



Improved communication with your team



Greater sense of work-life balance



Customized information workflow



More time for strategy



Alignment



Accountability



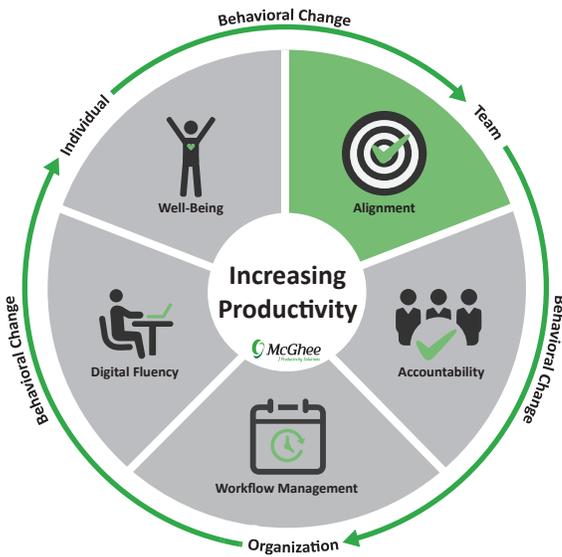
Workflow Management



Digital Fluency



Well-Being



## Sustainable Leadership Change

This coaching program is prefaced by a one-hour pre-call to create goals for the session. A Senior MPS Coach will assess the executive's role and business objectives to create the appropriate customizations. 360° interviews are strongly suggested with colleagues prior to the session to help the participant get an outside look on how they can improve. Following the session, multiple one-hour coaching calls can be included to ensure adoption, as well as a variety of sustainability materials to ensure full retention of this program including the Optimizing Series and access to our McGhee Learning System .

## Coaching Experience

### Pre-Coaching

- Pre-call to establish goals and intentions for the session
- 360° interviews with peers, subordinates, and superiors
- Assessment of objectives and challenges

### Coaching and Creating a Personalized Productivity System

- Collecting
  - Setting up an effective collecting system
- Processing and Organizing
  - Establishing email and communication protocols
  - Using the 4 D's of Decision Making
  - Integrating other devices
- Prioritizing and Planning
  - Creating an efficient baseline calendar
  - Prioritizing and planning your tasks
  - Maintaining an Integrated Management System
  - Establishing boundaries and routines

### Post-Coaching

- Multiple follow-up calls for continued support
- Discuss follow-up opportunities discovered during the session
- Introduce McGhee Learning System sustainability materials

