

# 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

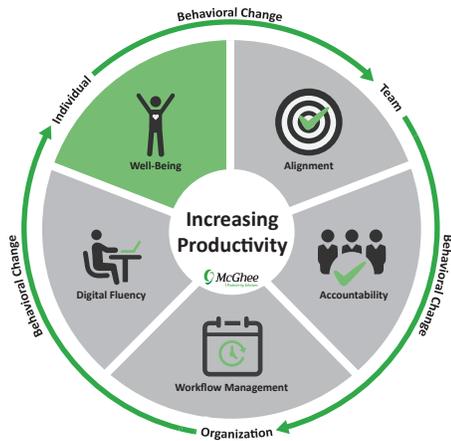
-  Struggling to effectively manage and bring Alignment in to your team
-  Working excessive hours with a limited personal life outside of work
-  Constantly feeling overwhelmed and as if you're unable to keep up
-  Difficulty delegating tasks and projects to direct reports

### Key Results

-  A renewed sense of Alignment and Accountability throughout the team
-  A greater sense of work-life balance
-  Develop a completely customized Integrated Management System
-  Create more time for strategy and planning tactical next steps

“Results of these sessions exceeded my expectations. This personal consulting improved my home life so much that it allowed me to use my time-management and organizational tools at work more effectively”.

- Jerry Gross, CIO Finance Industry



## Sustainable Leadership Change

This coaching program is prefaced by a one-hour pre-call to create goals for the session. A Senior Consultant 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.

### Results from Previous Executives

**93%** decrease in the amount of emails stored in the inbox

**33%** increase in managing tasks in the Calendar to align with objectives

## Course Outline

### 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

- Setting up an effective collecting system
- Establishing communication protocols
- 4 D’s of Decision Making
- Creating an efficient baseline calendar
- Prioritizing and planning your tasks
- Establishing boundaries and routines

### Post-Coaching

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

