

Coaching

# Executive 1:1 Coaching

This one-on-one coaching session is designed to increase personal and professional productivity, leaving you with a greater balance in life.







## It's All About Taking Back Control of Your Life





This custom and individualized leadership experience is a one-on-one desk-side coaching program. This highly impactful session is designed to enable executives and other leaders to dramatically improve their individual performance, targeted to increase productivity at an organizational level. This program supports participants in creating a customized Workflow Management approach to using Microsoft Outlook or Google G Suite to manage their constant stream of communication, tasks, and projects.

Executives and leaders 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.

### Challenges

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

### Results

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

## Course Outline

### Pre-Coaching Evaluation

- o Program Overview
- o Establishing Goals and intentions
- o Assessment of objectives and challenges

### Executive Coaching Process

- o Setting up an Effective Collecting System
- o Establishing Communication Protocols
- o 4 D's of Decision Making
- o Prioritizing and Planning Your Tasks
- o Establishing Boundaries and Routines
- o Creating an Efficient Baseline Calendar

### Assessment & Tracking

- o Continued Follow-Up Sessions
- o 360 Degree Assessment
- o Introduction to McGhee Learning Center Sustainability Materials

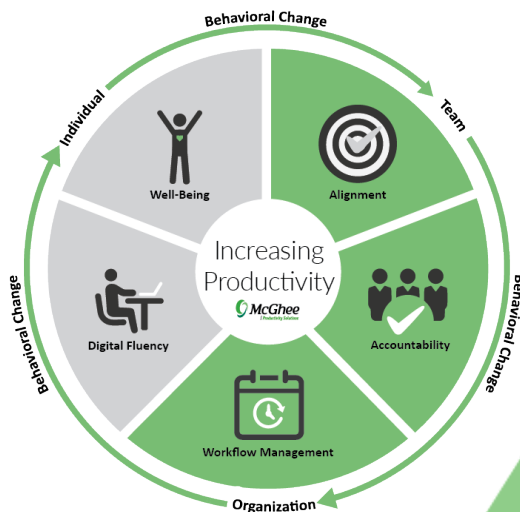
## Previously Participating Leaders Found a:

**93%** decrease in the amount of emails within their inbox

**33%** Increase in managing calendar tasks to align with objectives and goals

“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 and Effective Executive Change Management

This coaching program is prefaced by a one-hour pre-call to create goals for the session. An MPS Senior Consultant will create the assess the executive's role and business objectives to create the appropriate customizations.

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 Center.

MPS has a firm belief that optimal productivity is achieved when there is an alignment within five key disciplines: Well-Being, Alignment, Accountability, Workflow Management, and Digital Fluency. This program combines alignment, accountability, and workflow management to improve productivity.

Reach Out Today to See How Our Consultants Can Help You Improve Your Productivity!