EXECUTIVE COACHING · ENGAGEMENT ROADMAP

The Coaching Process at a Glance

Seven stages from first conversation to wrap-up: what happens at each step, who is in the room, and what the stage produces.

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LAUNCH — WEEKS 1 TO 2

1 Kickoff session

WEEK 1 · 90 MIN

Client and Coach

- Introductions and coaching objectives
- Walk through the 360 and name possible contributors
- Set the cadence and full engagement schedule
- Client books the Alignment Meeting

OUTPUT
Agreed objectives and calendar

2 Alignment meeting

WITHIN 2 WEEKS

Client, Coach, Supervisor
HR if requested

- Confirm objectives with the supervisor and hear their view
- Agree roles and responsibilities
- Approve 360 contributors and questions
- Client books the Midpoint Meeting

OUTPUT
Sponsor buy-in and approved 360 list

ASSESS AND PLAN — MONTH 1 TO 2

3 360 assessment

AFTER ALIGNMENT

Coach and contributors
Client secures permission

- Client shares contact details and secures permissions
- Coach gathers feedback via interviews or the Leadership Circle Profile
- Coach finalizes the report and debriefs the client
- The report goes to the client only

OUTPUT
Confidential 360 report and debrief

4 Development plan

AFTER THE DEBRIEF

Client and Coach

- Turn 360 themes into 2–4 development priorities
- Define specific behavior shifts
- Agree how progress and impact will be observed

OUTPUT
Written plan with priority outcomes and observable behavior shifts

COACH AND REVIEW — THROUGH THE END OF THE ENGAGEMENT

5 Coaching sessions

WEEKLY TO START

Client and Coach

- Weekly at the start, then every 2 weeks
- Client arrives prepared with a focus
- Progress is reviewed against the Development Plan and agreed behavior shifts

OUTPUT
Applied learning and observable progress

6 Midpoint meeting

HALFWAY POINT

Client leads
Coach, Supervisor, HR if applicable

- Client presents progress and challenges
- Supervisor gives feedback on the work so far
- Adjust course where needed
- Define what success looks like by the end

OUTPUT
Updated objectives for the second half

7 Wrap-up meeting

FINAL MONTH

Client leads
Coach, Supervisor, HR if applicable

- Client presents progress and open challenges
- Supervisor gives feedback
- Agree next steps and any ongoing support
- All parties complete the feedback survey

OUTPUT
Path forward and engagement feedback

Sponsor touchpoint with the client's supervisor

Stages 5 to 7 measure progress against the Development Plan set in Stage 4

ENGAGEMENT STRUCTURE

4–12	Weekly	90 min	3
months typical engagement	to start, then every 2 weeks	initial session	sponsor touchpoints

WHAT THE SPONSOR RECEIVES

Development priorities
The 2–4 priorities and behavior shifts from the written plan.

Three touchpoints
A direct view of progress at Alignment, Midpoint and Wrap-up, led by the client.

Wrap-up feedback
Progress, next steps and any ongoing support needs.

The 360 report and session content stay confidential to the client.

Claudia Beck, MCC · Confidential Advisor to Senior Leaders

EXECUTIVE COACHING · ROLES AND RESPONSIBILITIES

Who Does What in the Engagement

Coaching works best when everyone involved knows their part. We review this page together at the Alignment Meeting and agree how it applies to this engagement.

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WHAT EXECUTIVE COACHING IS

One-to-one development
A confidential, individual process built around one leader's strengths, goals and working context.

Multiple perspectives
The 360 surfaces strengths, blind spots and how the leader is experienced by others.

Results for the organization
A written development plan connects the leader's growth to how they perform and lead in the business.

OWNS THE DEVELOPMENT
Client
The leader being coached

- Takes ownership of their development
- Attends sessions on the agreed schedule
- Gives 24 hours' notice to reschedule
- Builds the 360 list and secures permissions
- Shares progress with the supervisor, including 360 results if they choose

GUIDES THE PROCESS
Coach
Claudia Beck, MCC

- Partners with the client on the development plan
- Runs the 360 and delivers the feedback
- Facilitates the three sponsor touchpoints
- Updates HR on progress against the development priorities, while maintaining confidentiality
- Challenges assumptions and holds the client to the priorities they set

SPONSORS THE GROWTH
Supervisor
The client's direct manager

- Gives the client open feedback on development areas
- Approves the 360 contributors and questions
- Sees the development priorities, not the 360 report
- Reinforces development priorities through ongoing feedback and support
- Sustains development after the engagement ends

HOLDS THE STRUCTURE
HR / Talent Partner
Where applicable

- Sets out program structure and expectations
- Clarifies roles at the start
- Is the point of contact for all parties
- Helps approve the 360 contributors and questions
- Confirms a post-engagement plan is in place

WHO ATTENDS THE SPONSOR TOUCHPOINTS

	CLIENT	COACH	SUPERVISOR	HR
Alignment	●	●	●	○
Midpoint	●	●	●	○
Wrap-up	●	●	●	○

● Attends ○ Attends if applicable

GROUND RULES

Confidential
Sessions and the 360 report stay between client and coach, within the limits of the contract and the ICF Code of Ethics. The client decides what to share.

24 hours
Notice to cancel or move a session.

6 months
Recommended post-engagement progress check.