

## Sample Deliverables - Coaching

DELIVERABLE	DETAILS															
Nine Development Sessions	We will meet weekly for nine weeks. Each session will be approximately 1 hour in length. This process enables the PBC (Person Being Coached) to “develop” since they will have application and practice time between sessions. Each session will end with specific goals and action steps to be accomplished by the next session.															
Follow-Up Options	We will meet quarterly for the three quarters following the last session. Participants will present progress reports on their individual and organizational goals. When needed, additional content may also be part of these sessions. Work with your facilitator on the follow-up option that will work best for your unique situation.															
Audio CD Series	<p>Twelve chapters of program content in audio form enables the participant to have multiple exposures to the content between sessions allowing the sessions to be hands-on and application oriented. Five exposures during the week between sessions result in content retention in excess of 60%.</p> <p>Content includes:</p> <table data-bbox="506 802 1923 922"> <tr> <td>The Coaching Relationship</td> <td>Preparation for Coaching</td> <td>A Product of the Past</td> </tr> <tr> <td>Understanding and Affirming Your “Self”</td> <td>Goal Setting for Success</td> <td>Building Success Attitudes and Habits</td> </tr> <tr> <td>Turning Solutions into Actions</td> <td>Managing Your Time</td> <td>Communication and Human Relations</td> </tr> <tr> <td>Motivation</td> <td>Decision Making and Problem Solving</td> <td>Continuing Your Leadership Growth</td> </tr> </table>	The Coaching Relationship	Preparation for Coaching	A Product of the Past	Understanding and Affirming Your “Self”	Goal Setting for Success	Building Success Attitudes and Habits	Turning Solutions into Actions	Managing Your Time	Communication and Human Relations	Motivation	Decision Making and Problem Solving	Continuing Your Leadership Growth			
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Text	Exact same content as audio series with assessments at the end of each chapter for reinforcement of content. The text is also used as a reference guide.															
Action Plan	<p>Self and Organizational Evaluation Sections include:</p> <table data-bbox="506 1143 1745 1292"> <tr> <td>Dream Inventory</td> <td>Mental Development</td> <td>Social Development</td> </tr> <tr> <td>Physical Development</td> <td>Financial/Career Development</td> <td>Family Life Development</td> </tr> <tr> <td>Ethics and Beliefs Development</td> <td>Setting Goals and Establishing Priorities</td> <td>Goal Planning Sheets</td> </tr> <tr> <td>Organizational Goals Program</td> <td>Productivity</td> <td>Time Management</td> </tr> <tr> <td>Goals Summary</td> <td>Goals Accomplished</td> <td></td> </tr> </table>	Dream Inventory	Mental Development	Social Development	Physical Development	Financial/Career Development	Family Life Development	Ethics and Beliefs Development	Setting Goals and Establishing Priorities	Goal Planning Sheets	Organizational Goals Program	Productivity	Time Management	Goals Summary	Goals Accomplished	
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Physical Development	Financial/Career Development	Family Life Development														
Ethics and Beliefs Development	Setting Goals and Establishing Priorities	Goal Planning Sheets														
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Goals Summary	Goals Accomplished															
Phone/Email Consultation	Participants will have unlimited phone/email consultations with facilitator during the process.															

## Sample Deliverables - Coaching (cont.)

DELIVERABLE	DETAILS
Concept Application Through Goal Setting	Participants will focus on the implementation of key concepts and apply them by developing written goals with measurable action steps.
Critical Issues	Participants will identify three critical issues within the organization and develop comprehensive action steps for each issue.
Productivity Assessment	Participants will analyze current productivity followed by measurable goal setting.
Self-Concept Profile	Participants will analyze current confidence and comfort levels with self, and create steps to be taken if improvement is desired.
Personal Vision	Participants will develop a vivid mental picture of his/her future direction.
Time Management Analysis	Participants will analyze his/her personal time management ability followed by goal setting where improvement is needed.
Communication Assessment	Participants will discuss the current communication “state” and its impact on others.
Measurable Results	The process is customized and tailored to achieve the measurable outcomes set by each specific client.