

Executive Coaching Template

Being an executive coach requires certain qualities that can be developed over time and with experience. If you have been a coach and have exposure to a fair amount of employee coaching, you will be familiar with the term 'executive coach'. Simply put, an executive coach works with the leaders and managers of those employees. The executive coach guides them to become better leaders.

THINGS TO REMEMBER

- ▶ As an executive coach, you need to be fearless. Having doubts within yourself will hinder your techniques.
- ▶ There is no one way to train leaders. The training model often depends on the personality of the client.
- ▶ Understand the challenges your client is facing.
- ▶ Encourage your client to understand failure and to learn from the mistakes made.
- ▶ Offer a well-balanced plan to your client. This plan should include aspects like balancing work, personal life, and knowing the limits when engaging in social interactions.
- ▶ Encourage the client to come up with activities.

EXECUTIVE COACHING PLANNING

There are many models – [GROW](#), [STEPPA](#), [CLEAR](#)– but there is no surefire way to pick one. Also, there is no hard and fast rule that you have to limit yourself to a single model. The core idea is to instill in your client a sense of confidence and make them become better leaders. To do this, there are certain steps that you need to follow as an executive coach.

1 Informal introduction session

The goal of every coaching session is to get the client to open up about themselves. Knowing the stories behind the struggles faced by top leaders and athletes, the success achieved is solely based on the sheer perseverance shown by the winner. As a coach, you need to understand that dealing with executives means you have to undo the 'leadership' attitude they carry. In order to do so, having an informal introductory session can help. In this session, ensure that you:

- a. Set a friendly ambiance
- b. Get friendly but do not blur out the line between a coach and a client
- c. Share your experience as a coach
- d. Ask them about their journey to the position they are at currently

2 Get the client out of their comfort zone

In order to get your client to achieve their goals, you need to get your client out of their comfort zone. This means setting challenges that will let the client think out of the box or even face failure a few times. In order to become a successful executive coach, you also need to leave your comfort zone, and once you do so, you can help your client better.

3 Encourage ideas from the client's end

As you will be coaching executives, you need to keep the fact in mind that your client is used to providing feedback. They are already leaders and managers, so treating them the same is one of the ways to make the sessions successful. Another benefit of getting ideas from your client is that you will have a better understanding of the issues faced by your client.

4 Focus on emotional intelligence

As a coach, you need to be able to help your client develop their empathic senses apart from becoming better leaders. As a leader or top executive, your client's success will depend on the productivity shown by their employees. In order to have a smooth workforce, the client has to have good emotional intelligence as part of their personality. Once the emotional intelligence aspect is sorted, dealing with the problem areas becomes easier.

5 Focus on areas that need development

In order to become a better coach, you need to encourage your client to want to change, to evolve. A major part of the client-coach relationship deals with discussing the problems faced by the client, and the coach tries to help the client find the remedies. The coach should not be the problem-solver; rather, they should encourage the client to think about the solutions. In order to reach this stage, the client has to acknowledge the problems they are facing. This is where the coach will help the client to face their fears and find solutions.

QUESTIONS TO ENCOURAGE DEVELOPMENT

As a coach, you need to be able to break the ice between you and the client. This can be done by setting a set of pre-session questionnaires that will help you understand the course of action required to help the client. These questions will also help you to plan the introductory meeting.

- 1 How long have you held on to your current title?
- 2 How would you describe your journey to reach that place?
- 3 How would you describe your workplace?
- 4 Do you find anything disappointing about your current workplace?
- 5 Currently, in your life, what matters the most to you?
- 6 Are you happy with what you have achieved to date?
- 7 Are you willing to achieve more?
- 8 According to you, what are your strengths?
- 9 According to you, what are your weaknesses?
- 10 How happy are you, at present?
- 11 Do you feel you have made too many compromises in your life?
- 12 How would you describe the relationship you share with your employees?
- 13 How do you deal with missed opportunities?
- 14 If an employee is facing difficulties, how do you solve the issue?
- 15 How do you deal with workplace politics?
- 16 What do you wish to gain from these sessions?
- 17 What do you expect me to deliver as your coach?
- 18 As a professional, what was your proudest moment?
- 19 How would you describe yourself when faced with changes, both personal and professional?

PRE-SESSION QUESTIONNAIRE

Name: _____ Date: _____

Official Title: _____

Address: _____

_____ Postal code: _____

Phone: _____ Mobile: _____

E-mail: _____

As your executive coach, it's important for me to understand how you view your career in particular.

Answer each of these questions as clearly and thoughtfully as possible, expressing the best of who you are. These are "pondering" questions designed to stimulate your thinking in a particular way that will make our work together even more productive.

Q1 How long have you held on to your current title?

Q2 How would you describe your journey to reach that place?

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Q3 How would you describe your workplace?

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Q4 Do you find anything disappointing about your current workplace?

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Q5 Currently, in your life, what matters the most to you?

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Q6 Are you happy with what you have achieved to date?

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Q7 Are you willing to achieve more?

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Q8 According to you, what are your strengths?

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Q9 According to you, what are your weaknesses?

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Q10 How happy are you, at present?

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Q11 Do you feel you have made too many compromises in your life?

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Q12 How would you describe the relationship you share with your employees?

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[Empty dashed box for response]

Q13 How do you deal with missed opportunities?

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Q14 If an employee is facing difficulties, how do you solve the issue?

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Q15 How do you deal with workplace politics?

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Q16 What do you wish to gain from these sessions?

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Q17 What do you expect me to deliver as your coach?

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Q18 As a professional, what was your proudest moment?

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Q19 How would you describe yourself when faced with changes, both personal and professional?

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