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EXECUTIVE Assessment and Coaching

Summary of Our Process

We work with individuals to craft personalized coaching plans utilizing a five step process that combines state of the art assessment instruments with focused, one-on-one development and mentoring sessions. This process is designed to accelerates assimilation, improve performance, develop skills and drive advancement. Our expert coaches are broadly experienced as Fortune 500 executives, consultants and business owners. We are plainspoken and unencumbered by organization issues or politics.

Coaching is highly effective in the following situations:

- **Prospective employee** - Assess for capability and fit
- **Assimilation to a new job or company** - Minimize ramp-up issues
- **Grooming for succession** - Accelerate development
- **Performance improvement** - Avoid replacement costs
- **Interpersonal skills development** - Enhance effectiveness with others
- **Adapting to changing requirements** - New ownership or expectations
- **Outplacement** - Manage a dignified transition



Expected Timelines:

Based on the intent of the coaching, the coaching process will typically range from three to twelve months:

- New to job or company — 3 months of assimilation coaching
- Changing requirements — 3-6 months of targeted coaching
- Outplacement — 3-9 months of outplacement support
- Performance — 6-9 months of performance coaching
- Interpersonal skills — 6-12 months of behavioral coaching
- Succession — 6-12 months of targeted coaching

Methodology

Step 1- Commission the Coaching

- Meet with the executive to discuss the coaching process and to assess chemistry with the coach. Determine the intent of the coaching and the desired outcome.
- Determine the appropriate assessment instruments to be used.

Step 2- Complete the Assessment

- Complete all assessment instruments relevant to the situation.
- Establish a 360° view of the executive to assist in the development of the coaching plan.
- Evaluate the results of the assessment instruments and the 360° feedback.

Step 3- Implement the Coaching Plan

- The coaching plan will be specific, measurable, action-oriented, results-focused and time-bound. The executive and coach will jointly “own” the plan.
- Company values will be identified as part of the coaching process. Great care will be taken to ensure that the executive is always operating within these core values. These will be revisited throughout the coaching process to ensure integrity of the process.
- It is highly recommended that the coaching unfold through two 90 -120 minute sessions each month. These sessions can take place either face-to-face, or over the telephone, depending on circumstances. The executive will be expected to engage in the coaching and complete assignments and readings as requested. The coach will typically follow-up each session with a summary e-mail.
- Regularly scheduled coaching sessions will be augmented with ad hoc dialogue, telephone discussions and e-mail support as required by the executive.

Step 4- Evaluate Progress

- The coach and executive will discuss progress to plan outcomes at the onset of each coaching session beginning in the second month.
- The coach may seek feedback from the boss and other stakeholders to ensure that progress is being made towards the desired outcomes.
- Feedback from all sources will be used to determine if the coaching is proceeding per plan, or whether course corrections are required. All such changes will be agreed upon by the coach and the executive.

Step 5- Cement the Changes

- Follow-up tools will be put in place to ensure that changes are made permanent. These could include daily planning disciplines, visual reminders/cues, use of accountability partners, follow-ups with the stakeholder group (by either the executive or the coach), ongoing reading and other development.
- Regression may occur from time to time, especially in the face of high stress. Coping strategies will be put in place to deal with these issues constructively. Typically these strategies will include identification of “trip wire issues” and tactics to diffuse their effect.
- The coach will be available for future dialogue as required, either by telephone or in person.