

Coachee Process Flow



The Leadership Coaches



Coachee



Coach



Sponsor

Coachee Process Flow

- 1 There will be initial contact with The Leadership Coaches. This may be from yourself, or someone in your organisation, such as your Human Resources Director.
- 2 After initial contact with our team, we'll invite you to our coaching portal, where you'll complete a coachee discovery form. This will provide us with more information about what you are looking for from coaching, what you need from a coach, and what a coach needs to know about you.
- 3 The next step in your coaching journey is a consultation with a member of our Senior Leadership Team to discuss your needs in greater detail.
- 4 A member of our Senior Leadership Team will have a call with your Sponsor to clarify roles and establish if they can fully commit to time and role requirements. We will never share any of your information with your Sponsor.
- 5 Using the information you have given us, and in discussion with you, we will suggest coaches for you to have chemistry sessions with. We will guide you through this process.
- 6 Your one-to-one coaching chemistry sessions take place. These usually last 30 minutes, and enable you to meet a small number of coaches to establish whether you both feel that you are a good match to work together.
- 7 After your chemistry calls, you'll inform a member of our Senior Leadership Team which coach you'd like to work with. You can also have additional chemistry sessions with other coaches if you haven't found a suitable coach.
- 8 You'll be invited to watch our welcome video via our coaching portal. This shares more about our platform, what to expect, and how to arrange sessions with your coach.
- 9 Before your first meeting with your coach, you'll be asked to complete a coachee preparation form via our online platform. This form will be visible to your coach.
- 10 You'll meet with your coach to set expectations, agree on how you'll work together, and discuss your Coachee Preparation form. Though this meeting may contain some coaching conversations, it is primarily intended as preparation for both your coaching and your first triad meeting.
- 11 The Leadership Coaches will assign your Sponsor a form to complete before your first triad meeting. You'll meet one-to-one with your Sponsor to review the completed form before your first triad meeting takes place.
- 12 You are responsible for arranging the first triad meeting between yourself, your coach, and your Sponsor. You'll book this with your coach via our portal and then invite your Sponsor via email. This will typically last 60 to 90 minutes.
- 13 Your first triad will take place. At the triad, you'll discuss the form your Sponsor completed, which you'll have already met to review. Your coach will not share any of your information with your Sponsor.
- 14 Your first three coaching sessions will now take place, usually once per month. You will be responsible for arranging these with your coach via our coaching portal appointment booking system.
- 15 After your third coaching session, you'll be assigned a mid-point review form via our coaching portal. This will include sharing how you're progressing, what is working well, and what could be improved. This will be visible to your coach.
- 16 The Leadership Coaches will assign your Sponsor a mid-point triad form to complete before your mid-point triad meeting. You'll meet one-to-one with your Sponsor to review the completed form before your mid-point triad meeting takes place.
- 17 After the meeting with your Sponsor, you'll arrange a mid-point triad meeting with your coach and Sponsor. As previously, this typically lasts 60 to 90 minutes.
- 18 Your mid-point triad meeting will take place. At the triad, you'll discuss the form your Sponsor completed. Your coach will not share any of your information with your Sponsor.
- 19 Our Senior Leadership Team will contact you directly via email to arrange and conduct a mid-point quality review call. The purpose of the call is to provide you with the opportunity to share what is going well and any areas for improvement with regards to your coaching experience so far.
- 20 You'll arrange and complete coaching sessions 4 and 5 with your coach as before.
- 21 Between coaching sessions 5 and 6, you'll be assigned an end-point review form to complete via our coaching portal.
- 22 You'll arrange and complete coaching session 6 via our coaching portal as before.
- 23 The Leadership Coaches will assign your Sponsor an end-point form to complete before your end-point triad meeting. You'll meet one-to-one with your Sponsor to review the completed form before your end-point triad takes place.
- 24 As before, you'll arrange your end-point triad meeting between yourself, your coach, and your Sponsor.
- 25 Your end-point triad meeting will take place. This is a time to celebrate your progress and plan further learning.
- 26 Our Senior Leadership Team will be in touch to arrange an end-point quality call with you via Teams.