

## Sample Quote 1: Executive coaching incorporating GLWS

[Sent to the Coachee and Line Manager following initial discussions]

Dear X & Y,

Thank you both for your time spent briefing me and bringing me up to speed. Self-development through coaching is an intensive experience, and it requires a significant commitment not only from the person being coached but also by the organisation and sponsoring manager.

Please see below for a summary of the coaching process that I would like to recommend for Y, pending your agreement and further input.

### **Coaching Objectives:**

At its heart, the end goal for any coaching assignment is to help bring about lasting change. The idea is to address the key aspects of how an individual thinks, feels or behaves that have the potential to optimise performance (or derail if left unattended), and to focus only on those aspects that will be instrumental in sustaining the person's success going forward.

From your briefing, I understand the particular context and goals for this coaching assignment to be as follows:

- *Increase self-awareness:* Gain detailed feedback and insights from multiple stakeholders regarding Y's leadership shadow, blind spots and underutilized strengths.
- *Ensure set up for success:* Rebuild self-confidence and uphold accountability for addressing feedback and work towards future career path.
- *Offer support:* Focus on healthier behaviours and coping strategies for feeling good and fulfilled, and to ensure high levels of performance and energy can be sustained, without stress becoming an area of concern.

Please review these objectives and agree any changes between you.

### **Recommended Approach:**

- Gather 'deep' feedback and insights from up to 8 key stakeholders via short phone-based interviews with coach.

- Prepare a confidential summary report for Y, capturing the key themes arising from the stakeholder feedback.
- Conduct 6 x 1.5 hours of coaching with (reflective) 'homework' to be completed between sessions.
- Complete the Global Leadership Wellbeing Survey (GLWS) as a diagnostic for better understanding underlying trigger stressors, unhelpful emotions, thoughts or behaviours that may be detracting from Y's performance, wellbeing and/or job satisfaction.
- Ensure good communications via start, mid-point and end-point check in with Y's manager and HR, within the terms of confidentiality agreed.

**Confidentiality:**

A successful coaching relationship requires a high level of reciprocal trust between all parties – the person being coached, the coach and any other stakeholders where they are to be involved. Confidentiality of conversations between these parties is paramount; the detail of what is discussed with the coach is not to be shared or passed on by either the coach or the other person(s), unless explicitly agreed otherwise.

**Fees:**

\$12,465 + GST

**Next steps:**

If you are happy to proceed on the above basis, I will liaise with the manager of the coaching procurement panel to obtain approvals. Thereafter, we can get the first coaching session and stakeholder feedback process underway asap. Y, you were going to share with me any background information that may be relevant from prior reviews, leadership programs, 360 reports etc.

Thank you again for the opportunity to assist.

Yours sincerely,

**Super Coach**

Terms enc.

*Fee breakdown (not generally provided)*

- *6 sessions x 1.5 hours = @ \$1,250 = \$7,500*
- *Up to 8 x 30-minute phone interviews = half a day consulting = \$2,250*
- *Half a day report writing of interview findings = \$2,250*
- *GLWS @ \$365*
- *Admin support @\$100*