

Checklist for Preparing for Executive Coaching

Executive coaching can be an effective tool for professional development, helping executives to improve their leadership skills and advance their careers. However, to make the most of this opportunity, it's important to approach the process with an open mind and a willingness to learn and grow.

This checklist provides a guide for preparing for executive coaching, outlining steps executives can take to ensure they are ready to engage in a successful coaching relationship and recommendations.

Understand the purpose of the coaching

Before your first coaching session, ask your manager or HR representative why you are being assigned a coach and what the expectations are for the coaching process.

Research your coach

Take some time to find out more about your coach's background, experience, and coaching style. Look for information about their credentials, training, and coaching philosophy.

Clarify your goals

Reflect on what you hope to achieve through coaching. Identify specific areas where you would like to improve or develop and think about how coaching can help you achieve those goals.

Share your goals with your coach

Work together with your coach to develop a plan to achieve your goals.

Be open and honest

Share your challenges, concerns, and areas for improvement, as well as your successes and strengths.

Act

Commit to following through on the insights and recommendations you receive from your coach. Work with your coach to develop a plan of action and implement the changes you discuss.

By following this checklist, you can approach your executive coaching experience with a positive attitude and a willingness to learn and grow, making the most of this valuable opportunity for professional development.



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