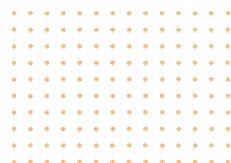




Executive Coaching Description

Coach: John Futterknecht



Kickoff Meeting

To get things started, John and the Coaching Participant will have a quick meeting (around 30 minutes) to discuss the coaching engagement at a high-level, go over the stakeholder feedback process, and align on immediate next steps.

Stakeholder Feedback Interviews

Prior to beginning the coaching, John will conduct confidential interviews with key stakeholders to gain insights into the Coaching Participant's strengths and development opportunities. The stakeholders are selected in a joint effort by the Participant, their manager, and, if appropriate, the HR support person. The goal is to ensure the group is optimal to offer an in-depth, 360 degree perspective.

Pre-Coaching Preparation

If available, John will review any internal assessment tools such as 360's, performance reviews, and other personality assessments completed by the Coaching Participant in the past as points of data.





Coaching Intensive and Skill Building

To begin the coaching phase, John and the Participant will take part in intense, skill-building virtual coaching sessions using Teams or Zoom. These sessions typically last anywhere between 1 to 2 hours each, and could be spread out in whatever manner works best for the Participant. The objectives for these sessions are:

- 1. Build Chemistry and Trust** – Reviewing the coaching process, establishing structure and ground-rules, building trust and rapport, learning about Participant’s personal and professional background.
- 2. Teach Critical Skills and Strategies** – Based on the Participant’s development areas, John will teach them the critical skills and strategies needed to demonstrate these behaviors and to help them successfully execute against their Action Plan goals.

Personalized Action Plan

John will prepare the Participant’s personalized Development Action Plan. The action plan will be customized to the needs and goals of the Coaching Participant. It will contain concrete and detailed objectives for the participant to complete, as well as expected outcomes and timelines.

Ongoing Coaching Support for Sustainability and Accountability

Once the Coaching Intensive is complete, John and the Participant will shift their focus towards implementing the Action Plan. To achieve this, John and the Participant will schedule virtual coaching meetings (60 min each) on a regular basis for the remainder of the engagement.

The objectives for these meetings will be to:

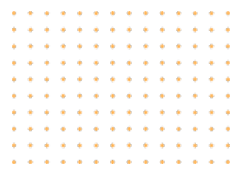
- Review the Participant's progress against the Action Plan
- Analyze success and reflect on learning moments
- Focus on any opportunities/challenges happening in the moment
- Continue teaching leadership skills and strategies where needed

High-Availability and “Just-In-Time” Coaching

In addition to the scheduled coaching sessions mentioned above, John will make himself available throughout the engagement to provide guidance during challenging moments which may require some nuance. This includes:

- “Just-in-time” ad hoc coaching when needed
- “Pre-game” coaching right before critical meetings
- Email support as needed





Stakeholder Check-In Progress Calls

Throughout the coaching engagement, John will have multiple progress check-in calls with key stakeholders. The first call usually takes place to review the Coaching Action Plan and make sure everyone is aligned on the Participant's core development areas. Subsequent check-in calls will primarily be used to gain feedback on the Participant's progress – which will help determine if the coaching is on-track or if any changes need to be made to the plan. Once the coaching engagement is completed, John and the key stakeholders will have a final de-brief call to evaluate the Participant's progress and determine if further coaching is required.

Customized Learning Materials

As part of the engagement, John will prepare Coaching Toolkits and Workbooks containing prescriptive skills, strategies, and exercises to be used during the coaching sessions. These will be tailored to the Coaching Participant's development areas, and include all the tools they need to successfully execute against their Action Plan objectives.





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