

**Client:**

**Coach:** Daniel Mueller, CEO; SOLIDexecutive, Inc.

**Date:**

**Services:** Career Coaching and Career Advancement Planning

Scope of Work: The following scope of work, including objectives and time frame for career assessment and goal setting, is proposed:

Phase	Objectives	Time Frame
I.	<b>Assessment</b>	
II.	<b>Goals</b>	

**Specialized Client Objectives: Current Key Needs**

---

- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
-

**Following are brief descriptions of key elements and milestones of Phase I and Phase II of SOLID's career advancement process:**

**I: Assessment:** Career analysis; behavioral assessment administration and interpretation

---

1. Conduct an analysis of Client's current career and overall life situation.
2. Complete an assessment of the Client's career advancement to date, and develop an overall plan and timeline to move to the next level of professional growth.
3. Administer behavioral assessments; score; provide written report.
4. Provide in-depth interpretation of Client's behavioral style; determine executive leadership capabilities
5. Determine detailed list of Client's strengths and weaknesses; provide an action plan to capitalize on strengths and mitigate weaknesses as it relates to the career transition process.
6. Design additional, Client-driven actions to complete the Assessment Phase and prepare Client for Phase II: Goals

**II: GOALS:** Career planning and goal setting; life planning

---

1. Review Client's current life situation, and set personal and professional goals, ensuring that all career goals are in line with overall personal and professional goals; determine priorities, review trade-offs, and develop written goals that are specific, measurable, attainable, related to Client's mission, and on a timeline.
2. Develop a career advancement strategy, identifying the specific profile for the next two career moves, ensuring that the next move will adequately position the Client for subsequent career advancement opportunities.
3. Develop an effective strategy to manage current employment situation, which will provide maximum stability yet significant flexibility to explore career options and alternatives.
4. Determine employment options and complete an Ideal Position Description, including "ideal", "range" and "minimum" goals in: base salary, bonuses, stock, and other areas. Ensure that career goals are in line with Client's overall life goals and objectives.
5. Identify current or previous employment "emotional baggage", if any, and develop strategies to avoid having this impact the "Position Acquisition" process.
6. Identify negative self-talk and self-limiting behaviors that may negatively impact career advancement.
7. Determine self-esteem and self-confidence levels, developing strategies and tactics to increase both in order to perform better in the career advancement process.
8. Design additional, Client-driven actions to complete the Goals Phase.

**Foundation Coaching**

Foundation coaching addresses personal coaching needs. One of the key differentiators of SOLID coaching is that we pride ourselves on our individualized, tailored coaching approach. Every client gets something different, depending on his or her needs. The entire coaching process is highly personalized. One of our favorite sayings is: "We coach people, not executives". While we specialize in coaching public and private company CEOs and senior executives, what we really do is provide coaching for you, a person. Therefore, the following list of personal coaching topics is offered. Our experience is that by helping you in your non-work related aspects of your life, you will realize even better improvements in your work performance.

- AA     Gain better ability to balance work demands with family; improve work/live balance
- A     Improve level of overall life satisfaction, happiness and/or contentment
- AA     Set and attain personal goals; develop a personal life plan for next phase of life
- AA     Uncover blind spots in personal, non-work areas of life
- AA     Obtain objective insight into personal limitations; deal with past "baggage"
- AA     Improve relationship with spouse/significant other; enhance marriage/relationship
- AA     Grow deeper friendships and/or develop new ones; develop strategic relationships
- AA     Better manage personal time and tasks; enhance personal priority management
- A     Increase community and civic involvement; engage in philanthropy
- AA     Develop a personal spirituality; grow or mature spiritually
- A     Create a personal life mission and vision; identify core values
- AA     Define personal success and create an action plan for self-actualization
- A     Sharpen advanced problem solving and brainstorming skills
- A     Set and maintain better personal boundaries; improve ability to detach
- A     Improve personal self-motivation to increase energy, drive and self-initiative