



Company
Client
Coach Daniel Mueller
Services Executive Coaching
Date

Summary Executive coach will meet one on one, both face to face and/or over the telephone, providing Client with confidential executive coaching and mentoring, to enhance and maximize Client’s overall performance and success.

Methodology Session 1: Coach will meet face to face with Client to design a personalized, tailored Client coaching plan. This Executive Development plan will position the Client to capitalize on existing strengths and improve in areas of challenge. A goal-setting process will be initiated, and a tracking system implemented to monitor progress on identified actions.

Session 2: Client and Coach will complete the goal setting process initiated in Session 1. The scope of work will be reviewed and modified to ensure focus on key executive development areas likely to maximize the Client’s greatest potential. Assessment instruments useful for the Client will be identified and scheduled. Actions from previous session will be reviewed and new actions generated.

Session 3 - 19: Coaching sessions will be scheduled at the offices of SOLID Executive Coaching and be face-to-face in order to maximize effectiveness, unless otherwise stipulated by the Client. Telephone sessions, mini-coaching telephone sessions, and email coaching are also available and are offered in support of the executive development process. In addition, SOLID will provide the Client a lending library of executive development books, tapes and training aides at no additional charge.

Session 20: An evaluation will be conducted at the end of this initial engagement in order to determine the success of the executive coaching process. Attained goals will be noted, performance reviewed, and noteworthy accomplishments celebrated. At this time, the Client, Company and Coach may make a mutual decision to continue coaching.

Coaching Topics Topics vary and are tailored during each session in order to provide the greatest impact for current day-to-day challenges. Coaching topics may include many of the following “frequently visited” areas.

**SERVICE
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DESIGN**

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Coaching Topics for

1. Enhance Leadership Abilities

- Improve self-confidence leadership abilities
- Improve understanding of leadership principles for the next level of responsibility within the company
- Enhance overall leadership performance
- Learn strategies to impact the culture and direction of the company
- Expand influence throughout organization
- Identify and develop key leadership mentors

2. Gain Organizational Development Skills

- Analyze current organizational development skills and develop an improvement plan
- Gain insight and develop strategies in change management
- Learn strategic planning methodologies specific to current role
- Develop competency in administering/interpreting behavioral assessments
- Create and implement retention strategies
- Enhance ability to improve and impact morale
- Sharpen recruitment skills and improve effectiveness at winning top talent

3. Sharpen Interpersonal/Business Relationships

- Learn peer-to-peer conflict management techniques
- Improve personal self-motivation to increase energy, drive and self-initiative
- Handle organizational politics and political positioning
- Develop better consensus and alignment among peers
- Enhance conflict management abilities

4. Provide Coaching to Direct Reports

- Refine skills to mentor direct reports
- Gain greater ability to improve employee morale and motivation
- Learn adaptive behaviors to adjust behavioral style to meet employees' needs
- Develop coaching skills to grow employees
- Enhance effectiveness of one-on-ones with direct reports

5. Improve Overall Management Skills

- Acquire advanced problem solving and brainstorming skills
- Improve executive decision-making skills and abilities
- Assess time and priority management skills and improve in areas of challenge

6. Advance Career and Personal Development

- Gain better ability to balance work demands with family
- Gain a competitive edge
- Attain goals more quickly
- Uncover blind spots
- Obtain objective insight

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Outcomes Client can anticipate the following outcomes from coaching:

- ✓ Enhanced leadership abilities
- ✓ More objective insight
- ✓ Improved knowledge of blind spots
- ✓ Superior performance reviews
- ✓ More effective relationship management skills
- ✓ Increased "peak performance" capability
- ✓ Greater understanding of strengths/challenges
- ✓ Increased productivity
- ✓ Stronger business management focus
- ✓ Higher personal motivation and morale
- ✓ Sharpened mentoring and coaching skills
- ✓ Better leadership and team development abilities
- ✓ Balanced work with life; increased job satisfaction

Confidentiality Absolute confidentiality will be maintained. Client has received a written agreement from SOLID Executive Coaching in that regard.

Fee \$350 per hour

Client Fee \$8,400 (2 one hour sessions per month @ \$350 per hour, plus behavioral assessments)

Frequency Twenty four, one hour sessions. Client and Coach will meet semi-monthly for 12 months

Terms Prepayment billing, net 10 days

Additional Services Client may request additional coaching above and beyond the scope of this proposal. Client will be billed the same hourly rate (\$350 per hour).

Date of Service Begin 2001; end in 1 year with option to re-new.

Agreement Accepted and agreed on _____ (date).

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