

Orientation to Coaching Program

Why are we doing this?

Coaching is a people strategy to nurture and develop the leadership talents of employees. The purpose of this coaching program is to:

- Offer support and encouragement to those being coached in appreciating the culture of the company
- Retain talented employees
- Address the informational needs of those to be coached
- Maximize the productivity and growth potential of those to be coached
- Generate high quality and committed coaches within the company
- Help employees grow and develop professionally and become future leaders of the company
- Invest in the future of the company
- Make a difference in the work / life of the coach and the one being coached

What can you expect?

- As a part of the people development process, you have been identified as someone who is valuable to the organization and you will be *part of this coaching program to facilitate your development for a time period*.
- Having an assigned coach is not a permanent benefit.
- Higher degree of management attention and coaching does not necessarily guarantee a faster rate of promotion or greater compensation
- Do you commit to your own development and are you willing to invest your time and energy into developing your career?

What does it take?

Some activities and learning events may need to take place in your own personal time – evenings/weekends

Portfolio assignments may need to take place while still doing all of the activities you currently participate in for your current role. This means some activities may need to take place in your personal time.

Heightened visibility – you will need to represent yourself and your department in an appropriate manner as you will be more in the spotlight

Performance expectations – we have high expectations from those who we assign a coach to in order to help develop your career further

Developmental roles (could be stretch roles) may cause you to feel uncomfortable at times, but you will also be given support through coaching, feedback and other mechanisms.

Expected to play a significant role in developing and coaching other employees – we want you to develop other less experienced people too and we will train you how to do coach them

Career Development Plan

Together, we will establish a plan related to learning, development and increasing your competency levels. The individual development plan is one key way that we plan and conduct our development activities. The development plan will include both stretch and support opportunities.

YOU have responsibility for and is expected to actively participate in planning development.

You need to start the process/plan by completing the first draft of your Development Plan

Who is involved?

Department Manager – Someone with administrative responsibility for a department/cost center – budget and resources. Works with the coach and provides support on your development plan

You – responsible for your own development in terms of completing agreed actions and activities to the best of your abilities by the agreed times and dates

Coach - Someone who provides their expertise to less experienced individuals in order to help them advance their careers, enhance their education, build their networks, etc.

HR – facilitator of the coaching program. Orients and trains new coaches and prepares those to be coached. Monitors the success of the program, and prepares feedback reports to management, coaches, managers and those who are being coached.

What are the roles in the coaching program?

You: Continue to make own development and good performance a priority in your time management choices

**Your
job**

**Dept Manager's job
is to provide:**

- Training for you
- On-the-job training
- Performance Feedback

**Coach's job
is to provide:**

- Leadership and encouragement to try new things
- Connect you to resources
- Guidance in planning developmental next-steps

**HR's
job
is to
provide**

- Prepare participants, provide tools and process, monitor progress
- Maintain contact with Department Manager, Coach and you and report progress periodically

Coaching Meetings

- Program Expectation – at least 5 sessions happen per year
- Measured by? Annual coaching satisfaction survey, number of closed developmental activities, change in competency level
- Who sets up coaching meetings? Mutually agreed upfront or after each session
- Who documents goals and achievements? Mutual decision, but needs to be validated during sessions and discussions

What should you do now?

Send latest CV/Resume to your assigned coach

Start a development plan

Draft ideas for agreement – how often and when works for you to meet, how long?

Complete self assessment

Get in touch with coach to set up the first meeting

Complete the coaching preparation worksheet for subsequent meetings