

Executive OnBoarding

Coaching Your First 100 Days

Beginning a new executive role is exciting. It can also be daunting and overwhelming, with so many people to meet and things to prepare for, think of, do, and accomplish. The role begins as soon as your position is announced and, everything you do from that moment onward communicates and has a significant impact. Your first three months are critical. Get these early days right and the positive momentum you establish can do a great deal of work for you, making everything that follows that much easier. Get distracted and not fully think through who you need to be, or the vision and culture you need to communicate and foster, and this important *first impression* opportunity is lost.

Executive OnBoarding - Coaching Your First 100 Days is a focused four-month, confidential, one-on-one coaching engagement designed to ensure an executive will launch most effectively in their new role. It includes an unlimited number of sessions to assist the executive in thinking through how they can most successfully begin, and then to support them in taking those actions throughout their first quarter. This includes having the executive clarify their top two or three key success outcomes for their first year and what exactly they must accomplish in their first quarter to demonstrate early wins and build positive momentum for the remainder of the year. This coaching engagement is most successful when it begins a month prior to the organization's announcement of the new role.

Process:

- Initial stakeholder conversation(s).
- Introduction call with the executive to determine fit.
- Assuming a decision to begin, a Statement of Work is sent for approval.
- Coach and executive begin, tailoring the entire process and session schedule to the executive's schedule and needs.
- Questions asked early in the process include:
 - *What are your organization's three most important business imperatives? Correspondingly, what are your most significant leadership challenges and opportunities?*
 - *As you begin, what do you believe needs to be your top two or three key success outcomes from your first year?*
 - *What do you believe needs to happen first? Within your first day, week, month? By month two? Within your first quarter?*
 - *What are the vision, values, and culture you want and need to foster and build upon?*
 - *How do you plan to most effectively communicate with your direct reports, your board, the organization as a whole?*
 - *What do you most need in order to onboard seamlessly, effectively, successfully?*
- Sessions will be held via phone and/or video conference and each will end with a scheduled appointment for the following session.

- Coach will allow enough time between calls for the executive to apply everything discussed in coaching while also ensuring they connect with sufficient regularity to ensure momentum, action, and results.
- Executive has unlimited access to their coach and together with their coach, will schedule any number of one-on-one sessions over the course of four months.
- The engagement will involve appropriate stakeholders at the start and/or throughout as relevant.
- The entire relationship will be designed with the executive in question and tailored to deliver the success outcomes sought by the executive and their key stakeholders.
- All coaching conversations are completely confidential unless otherwise required by law.
- At completion of four months, coach and executive will summarize progress and next steps for the remainder of the year. Stakeholders will be appropriately involved. If coach, client, and/or stakeholders feel further coaching is valuable, options will be discussed at that time.

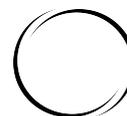
Investment: \$15,000. Four months unlimited (typically invoiced at the start).

Executive Leadership Coach:



Susanne Biro is a coach to C-suite and executive-level leaders. She is also a master facilitator, program designer, *Forbes* and *CEO Magazine* contributing writer, and a TEDx and keynote speaker. For close to two decades, Susanne has worked internationally with senior-level leaders in some of the world's best companies. Whether coaching one-on-one or authoring, designing, and delivering leadership programs, her passion is the same: to help leaders reach their next level. She is the author of "I Want You To Win!" Coaching Skills for Creative Leadership, a two-day program designed to advance the coaching and leadership effectiveness of senior-level leaders. She is also the co-author of "Together" Executive Team Development, the book *Unleashed! Leader as Coach*, and the corresponding workshop and Train-the-Trainer program, adopted by organizations like General Electric, American Express, Celgene, Eastman Chemical, Mayo Clinic, salesforce.com, and numerous others.

"Deciding to work with Susanne was the best business decision that I have ever made. I can link my rapid success in transitioning to a new, higher-profile role directly to Susanne's sage advice. The results showed themselves in concrete business achievements—namely the dramatic improvements in our key performance indicators, some of which others had previously written off as unattainable. More surprisingly, however, were the personal improvements that went along with it. As I worked with Susanne week by week, I found myself achieving more than I had before with a fraction of the effort and stress I would have had previously. I find myself recommending coaching in general, and Susanne in particular, to my friends and colleagues who want to find their way to a stress-free, joyous, and productive leadership role."- Jonathan D. Agnew, PhD, MBA, Director, CPSBC, and Adjunct Professor at the University of British Columbia



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