

EXECUTIVE COACHING

Structured Coaching Form

Applicant Details

Title Mr Ms Miss Mrs Dr

Surname Given Name/s

Preferred Name Gender

Classification

Position Title

Agency / Department

Section / Branch

Workplace Address

Postal Address

City / Town Postcode

Telephone Fax

Mobile Number Email

Executive's Declaration

By undertaking executive coaching, I am anticipating development in the following areas:

Raising personal confidence and self-esteem	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Developing conflict resolution, change management and other skills	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Identifying and addressing personal attributes which need strengthening	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Provision of an independent perspective	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Opportunity to discuss issues confidentially	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Enhancement of strategic planning and problem solving skills	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Assistance with development of business strategy skills	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Improved leadership and management style(s)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Modelling behaviours of success	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Other Desired Outcomes	Yes <input type="checkbox"/>	No <input type="checkbox"/>

I have attached a copy of my job description (or recent job outline) for the attention of the coach

I have attached a copy of my current resume for the attention of the coach

Executive's Signature _____ Date _____



Self Assessment

Having undertaken some research into leadership development and put some thought into your own development needs, how would you rate your current capability against the Executive Leadership Capabilities? (please refer to the full text capabilities document for any clarification)

	Low	Medium	High
Visionary Leadership			
Articulate the Vision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspire and Influence Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shape Organisational Culture and Change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Results Through People			
Empower	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Build Teams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Value Diversity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Build Talent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manage Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relationships and The Environment			
Engage and Build Capacity in the Community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Network	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organisational and Environmental Sensitivity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Political Savvy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deep Appreciation of Culture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stewardship			
Practice Good Governance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ethical Behaviour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Promotes Sustainability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgement and Discernment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delivery Focus			
Customer Focus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commercial Focus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business Acumen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create and Innovate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strategic Focus			
Think Globally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Think Strategically	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Systems Thinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conceptual and Analytical Thinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outcome Focus			
Challenge the Process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Focus on Outcomes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative and Perseverance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self			
Lifelong Learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self Awareness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional Intelligence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self Management and Confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrity and Credibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Corporate Player	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Self Assessment (continued)

Do you have any other learning needs that you may not have referred already?

Is there any other particular information which you would like to provide the executive coach? For example, skills gaps, development objectives, future career aspirations, details of initiatives that you have introduced (attach separately if required).

Work Preferences and Learning Style

Here are some items which will assist your coach in identifying your work and learning style. Please strike out the options which do not apply to you.

- Do you feel you would prefer to work with a coach who is **male / female**
- I consider myself mostly **outgoing and spontaneous / quiet and reserved**
- I prefer **facts and figures / theories and ideologies**
- My communication style is **open and reflective / closed and direct**
- I consider myself **relaxed and easy going / precise and orderly**
- I like to **explore new ideas / make decisions quickly**
- I generally make decisions through **logical reasoning / intuition and gut feeling**
- When with a group I tend to **express my ideas openly / go along with the group**
- I prefer to work **on my own / with a group of people**
- I feel I am **good at delegating / I find delegating challenging**
- I learn best by **thinking / watching / doing / being**

Results / scores of any self awareness tools you have undertaken

- MBTI _____
- TMI _____
- DISC _____
- HBDI _____
- EQ _____
- _____
- _____

