



five ways forward

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SOAR at Source America Program

What You Need to Know About Coaching

Coaching begins with a belief that the Participant (that's you) is fully capable of success and of the self-awareness, effort, and desire to focus on your development. In our one on one coaching time, you and I co-create a safe space for learning, for experimentation, and for growth.

As your Coach, my role is to call forth your wisdom and capabilities through reflection, questioning, curiosity, observation, and purposeful dialogue. Working together, we will use observational and behavioral practices to advance your learning and growth.

Logistics:

- The program will consist of four hours of one on one coaching time. This may be used in hour or 1/2 hour increments between August 15 and November 30, 2020.
- Coaching sessions will be done via Zoom and the next session will be scheduled at the end of each session. General cadence would be approximately every 3-4 weeks.
- You are welcome to email me in between sessions to ask questions, share insights, request resources, etc.
- And I will share supplemental materials and check-in via email as appropriate.

Focus:

- As part of the SOAR program, in general, the coaching will focus on ***enhancing your leadership effectiveness and presence***. We will work with the goals you and your manager established, and flex to meet your needs through the program.

Your Role in Making this Successful:

- Come to each session prepared and ready. Be committed to engaging in the various practices and experiences agreed to in the coaching sessions. And be open to exploring and learning and growing.
- If you need to reschedule, please give me at least 24 hours notice. Everyone gets a pass occasionally (things come up), and if it happens too frequently, you may forfeit the session.

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- Speak for your needs. I seek to be open to hearing your requests and feedback, and I'll make sure to check in occasionally as well.

Confidentiality: Confidentiality and mutual respect are guiding principles throughout the Coaching relationship. Our conversations are confidential, and I won't even share that I'm serving as your coach without your permission to do so. If you share information that I believe requires action (such as, but not limited to, fraud, sexual harassment or any other illegal activity that cannot go unreported) we will raise those issues to the appropriate SourceAmerica contact. The only other limitations on confidentiality are if I believe there is a threat to life or safety or if I'm required to cooperate/respond to a legitimate court order or similar.

Manager's Role: Your manager can be a great resource to support your learning and development, and we have built that involvement into the program. I encourage you to have ongoing conversations about the SOAR program and your coaching journey so that they can provide ongoing feedback and support, to help you pay attention to the changes and shifts, and to encourage you and mirror for you.

Know that I will not disclose the contents of Coaching sessions to your manager or anyone else at SourceAmerica (except as noted above) and will only confirm level of commitment/participation, if asked.

Outside of the preceding sections, it's up to you to share as much or as little as you are comfortable with.

What coaching isn't: Coaching is not therapy, psychological counseling, or social work, even though we may address personal issues or life conditions that impact professional effectiveness. Our conversations do not constitute legal, financial or business advice, so if you find you need any of the above, please seek out the appropriate licensed professional.

If anything comes up that you are unsure about or isn't working well for you, I encourage you to talk with me about it so we can work to meet your needs.

Acknowledged by:

Participant _____ Date: _____

Coach _____ Date: _____